

AMENDMENT 1

ARTICLE I. NAME AND LOCATION

Amend ARTICLE I. NAME AND LOCATION by inserting at the end of the current sentence “*and its location shall be within the boundaries of the state of Kentucky.*”

Present Wording

The name of this Division shall be the Kentucky Division of the International Association of Administrative Professionals (IAAP).

Proposed Wording

The name of this Division shall be the Kentucky Division of the International Association of Administrative Professionals (IAAP) **and its location shall be within the boundaries of the state of Kentucky.**

Submitted by: Bylaws and Standing Rules Committee

Reason: The title indicates both a name and a location. Although it is assumed the location and name are the same, the location was never referred to in the text of this Article.

AMENDMENT 2

ARTICLE II. DUES

Amend ARTICLE II. DUES by striking the words “Member at Large \$8.00.”

Present Wording

Annual dues for this Division shall be:

Professional Member	\$8.00
Professional-Merited Member	\$5.00
Member at Large	\$8.00
Student Member	\$5.00

Proposed Wording

Annual dues for this Division shall be:

Professional Member	\$8.00
Professional-Merited Member	\$5.00
Member at Large	\$8.00
Student Member	\$5.00

Submitted by: Bylaws and Standing Rules Committee

Reason: Members at Large are either Professional, Professional-Merited, or Student Members and dues are based on one of these three categories only. Dues for Members at Large who are Professional-Merited or Student should be \$5.00 and not \$8.00 based on their Member at Large status.

AMENDMENT 3

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES by inserting “*OF OFFICE*” immediately after the word TERM, striking the word AND immediately preceding DUTIES and inserting a comma (“,”); and “*AND VACANCY*” immediately after the word DUTIES.

Present Wording

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

Proposed Wording

**ARTICLE III. OFFICERS, QUALIFICATIONS,
NOMINATION AND ELECTION, TERM **OF OFFICE**,
~~AND~~ DUTIES, **AND VACANCY****

Submitted by: Bylaws and Standing Rules Committee

Reason: The title did not accurately reflect the current Sections in Article III.

AMENDMENT 4

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 2. Qualifications., A. by striking the words “and shall have served as a Chapter officer or chair of an International or Division Committee” and by inserting in the second paragraph under A. “*or President-Elect*” immediately after “President” and by striking the words “an officer” and by inserting the words “*Vice President, Treasurer, or Secretary*” and by striking the sentence “A candidate for the Office of President-Elect shall have served as a Division officer or Chapter President” and by inserting the sentence “*A candidate for the office of Vice President, Treasurer, or Secretary shall have served as a Chapter Officer for one full year prior to the term of election.*”

Present Wording

Section 2. Qualifications

A. A candidate for office shall have been a Professional Member for at least two years prior to the time of nomination and shall have served as a Chapter officer or chair of an International or Division Committee.

A candidate for the Office of President shall have served as an officer of this Division for at least one full year prior to the term of election. A candidate for the Office of President-Elect shall have served as a Division officer or Chapter President.

Proposed Wording

Section 2. Qualifications

~~A.~~ A candidate for office shall have been a Professional Member for at least two years prior to the **term of election** ~~time of nomination and shall have served as a Chapter officer or chair of an International or Division Committee.~~

A candidate for the Office of President **or President-Elect** shall have served as ~~an officer~~ **Vice President, Treasurer or Secretary** of this Division for at least one full year prior to the term of election. ~~A candidate for the Office of President Elect shall have served as a Division officer or Chapter President.~~

A candidate for the Office of Vice President, Treasurer, or Secretary shall have served as a Chapter Officer for one full year prior to the term of election.

Submitted by: Bylaws and Standing Rules Committee

Reason: To use consistent language as in “term of election” rather than “time of nomination;” and for clarity & to develop succession plan similar to that adopted by the organization’s membership when they approved the 2010 amendments to the International Bylaws and Standing Rules.

AMENDMENT 5

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 2. Qualifications., B. by inserting the word “*Members*” immediately following Division and by striking the word “members” immediately following Large; by striking the words “or chair” immediately following officer; and by inserting the word “*division officer*” in-between qualified and candidate.

Present Wording

Section 2. Qualifications

B. Division at Large members who have previously served as a chapter officer or chair or served as a chair of an International or Division Committee shall be deemed a qualified candidate.

Proposed Wording

Section 2. Qualifications

B. Division **Members** at Large ~~members~~ who have previously served as a chapter officer ~~or chair~~ or served as a chair of an International or Division Committee shall be deemed a qualified division **officer** candidate.

Submitted by: Bylaws and Standing Rules Committee

Reason: For clarity and to be consistent in the succession language used in previous amendment.

AMENDMENT 6

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 4. Term of Office., A. by inserting an apostrophe (‘) to the word Officers and by striking the words “shall serve for one year or until their successors are elected, and their.”

Present Wording

Section 4. Term of Office

- A. Officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting at which they are elected.

Proposed Wording

Section 4. Term of Office

- A. Officers’ ~~shall serve for one year or until their successors are elected, and their~~ term of office shall begin at the close of the Annual Meeting at which they are elected.

Submitted by: Bylaws and Standing Rules Committee

Reason: For clarity as per bylaws some officers can only serve one year and others can serve two consecutive years; additionally, the term ends at Annual Meeting regardless if a successor has been elected or not. In the event of vacancies, refer to Article III, Section 6.

AMENDMENT 7

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 5. Duties. A., subparagraph 1. by inserting the word “*Liaison*” at the end of the sentence.

Present Wording

Section 5. Duties

A. The President shall:

1. Preside at all Division meetings and all meetings of the Board of Directors and give written notice of all meetings of the Board of Directors to Division Officers, Chapter Presidents, Chairs of Division Committees, and Members at Large.

Proposed Wording

Section 5. Duties

A. The President shall:

1. Preside at all Division meetings and all meetings of the Board of Directors and give written notice of all meetings of the Board of Directors to Division Officers, Chapter Presidents, Chairs of Division Committees, and Members at Large **Liaison.**

Submitted by: Bylaws and Standing Rules Committee

Reason: To put into writing what is already in practice; the Members at Large Liaison is a voting member of the board and receives communications directly from the President. The Members at Large Liaison then communicates this information to all division Members at Large.

AMENDMENT 8

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 5. Duties. D., subparagraph 2 by striking the words “and Members at Large”; and by inserting subparagraph “5. *Shall serve as Historian and fulfill such duties as assigned by the President or Board of Directors.*”

Present Wording

Section 5. Duties

D. The Secretary shall.

1. Act as Secretary of all meetings of the Division and the Board of Directors and prepare interim minutes based on the Board of Directors decisions voted by mail, phone, fax, email, or any other type of electronic media.
2. Furnish complete and accurate minutes of such meetings to the Division Board of Directors and Members at Large within 30 days.
3. Attest all documents required for execution by the President.
4. Fulfill the duties of the Registration/Credentials Committee for the Annual Meeting.

Proposed Wording

Section 5. Duties

D. The Secretary shall.

1. Act as Secretary of all meetings of the Division and the Board of Directors and prepare interim minutes based on the Board of Directors decisions voted by mail, phone, fax, email, or any other type of electronic media.
2. Furnish complete and accurate minutes of such meetings to the Division Board of Directors ~~and Members at Large~~ within 30 days.
3. Attest all documents required for execution by the President.
4. Fulfill the duties of the Registration/Credentials Committee for the Annual Meeting.
5. **Shall serve as Historian and fulfill such duties as assigned by the President or Board of Directors.**

Submitted by: Bylaws and Standing Rules Committee

Reason: Members at Large Liaison is a board member and will receive minutes from Secretary; and will in turn furnish same to division Members at Large. The duties of the Historian are already the duties of the Secretary therefore there is no need to staff an additional position; and if this amendment is approved then Article V. Section 5. Historian will be eliminated.

AMENDMENT 9

ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Amend ARTICLE III. OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES, Section 5. Duties. E., subparagraph 4., by striking the words “October 1” and by inserting the words “*the Fall Board Meeting.*”

Present Wording

Section 5. Duties

G. The Treasurer shall:

4. Serve as Chair of the Finance Committee and distribute the proposed budget to the Board of Directors for approval, said approval to be obtained no later than October 1 following the Annual Meeting.

Proposed Wording

Section 5. Duties

G. The Treasurer shall:

4. Serve as Chair of the Finance Committee and distribute the proposed budget to the Board of Directors for approval, said approval to be obtained no later than ~~October 1~~ **the Fall Board Meeting** following the Annual Meeting.

Submitted by: Bylaws and Standing Rules Committee

Reason: The amendment proposes the budget will be approved as early in the fiscal year as possible.

AMENDMENT 10

ARTICLE IV. BOARD OF DIRECTORS

Amend ARTICLE IV. BOARD OF DIRECTORS by striking the words “the Division President shall appoint a” in the last sentence and by “inserting the word “*designate one among them as alternate*” immediately after “present at the meeting shall” in the last sentence.

Present Wording

Section 1. Composition. The Board of Directors shall consist of the Division Officers, Chapter Presidents, and Members at Large (MAL) Liaison of this Division. When a Chapter President is unable to attend a Board of Directors meeting, the Chapter President-Elect, or the Vice President if the Chapter does not have a President-Elect, may attend the Board meeting and participate in the deliberations with full voting privileges. When the Members at Large Liaison is unable to attend a Board of Directors meeting, the Division President shall appoint a Member at Large from among those present at the meeting to participate in the deliberations with full voting privileges.

Proposed Wording

Section 1. Composition. The Board of Directors shall consist of the Division Officers, Chapter Presidents, and Members at Large (MAL) Liaison of this Division. When a Chapter President is unable to attend a Board of Directors meeting, the Chapter President-Elect, or the Vice President if the Chapter does not have a President-Elect, may attend the Board meeting and participate in the deliberations with full voting privileges. When the Members at Large Liaison is unable to attend a Board of Directors meeting, the ~~Division President shall appoint a~~Members at Large ~~from among those~~ present at the meeting shall **designate one among them as alternate** to participate in the deliberations with full voting privileges.

Submitted by: Bylaws and Standing Rules Committee

Reason: Gives MALs same authority as chapters to designate their alternates.

AMENDMENT 11

ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES

Amend ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES, Section 2. Duties, paragraph B. by striking the words “no later than 75 days” and by inserting the words “*at a time allowing for distribution of the proposed budget to the Board of Directors 15 days prior to approval request.*” immediately following ‘after the Annual Meeting’ in the second sentence; and by striking the words “October 1” and inserting “*the Fall Board Meeting*”; and by striking the last sentence in its entirety.

Present Wording

- B. The Finance Committee shall consist of the Treasurer as Chair, the President, the immediate past Treasurer, and the immediate past President. The Committee shall prepare a budget at a meeting called by the Treasurer and held no later than 75 days after the Annual Meeting. This budget is subject to the approval of the Board of Directors by October 1 and guides the Division in its expenditure of funds. The Board of Directors shall receive a copy of the budget at least 15 days prior to approval request.

Proposed Wording

- A. The Finance Committee shall consist of the Treasurer as Chair, the President, the immediate past Treasurer, and the immediate past President. The Committee shall prepare a budget at a meeting called by the Treasurer and held ~~no later than 75 days~~ after the Annual Meeting **at a time allowing for distribution of the proposed budget to the Board of Directors 15 days prior to approval request.** This budget is subject to the approval of the Board of Directors by ~~October 1~~ **the Fall Board Meeting** and guides the Division in its expenditure of funds. ~~The Board of Directors shall receive a copy of the budget at least 15 days prior to approval request.~~

Submitted by: Bylaws and Standing Rules Committee

Reason: The amendment proposes the budget will be approved as early in the fiscal year as possible; and clarifies timeframe based on counting backwards from the Fall Board Meeting approval date rather than counting forward from the Annual Meeting date.

AMENDMENT 12

ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES

Amend ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES, Section 5. Historian. by striking it in its entirety and renumbering the remaining Sections.

Present Wording

Section 5. Historian. The Historian shall prepare a written narrative account of the Division's activities during the year to be presented for adoption at the Annual Meeting and shall fulfill such other duties as may be assigned by the President or Board of Directors.

Section 6. Members at Large Liaison. As directed by the President or the Board of Directors, the Members at Large (MAL) Liaison shall be responsible for ensuring that Division Members at Large (D-MALs) and Association Members at Large (A-MALs) living in Kentucky are kept updated and informed.

Section 7. Responsibility. All committees, councils, and special appointees shall be directly responsible to the Board of Directors and, with the exception of the Nominating Committee, shall submit all plans to the Board of Directors for approval prior to execution.

Proposed Wording

~~**Section 5. Historian.** The Historian shall prepare a written narrative account of the Division's activities during the year to be presented for adoption at the Annual Meeting and shall fulfill such other duties as may be assigned by the President or Board of Directors.~~

Section 6. 5 Members at Large Liaison. As directed by the President or the Board of Directors, the Members at Large (MAL) Liaison shall be responsible for ensuring that Division Members at Large (D-MALs) and Association Members at Large (A-MALs) living in Kentucky are kept updated and informed.

Section 7-6 Responsibility. All committees, councils, and special appointees shall be directly responsible to the Board of Directors and, with the exception of the Nominating Committee, shall submit all plans to the Board of Directors for approval prior to execution.

Submitted by: Bylaws and Standing Rules Committee

Reason: Responsibilities of the Historian are completed in practice by the Secretary and were included in the Secretary's responsibilities in an earlier proposed amendment.

AMENDMENT 13

ARTICLE VI. MEETINGS

Amend ARTICLE VI.MEETINGS, Section 1. Scheduling. by striking the words “two years”.

Present Wording

Section 1. Scheduling. This Division shall hold an Annual Meeting each year at a location selected two years in advance by majority vote at the Annual Meeting unless this rule is suspended by a two-thirds vote.

Proposed Wording

Section 1. Scheduling. This Division shall hold an Annual Meeting each year at a location selected ~~two years~~ in advance by majority vote at the Annual Meeting unless this rule is suspended by a two-thirds vote.

Submitted by: Bylaws and Standing Rules Committee

Reason: To mirror an amendment made at the international level, annual meetings will continue to be booked in advance, but not constrained by a bylaw requiring it be done 2 years in advance. This amendment at the international level was proposed in response to the current economy, and the history of venue area changes/updates from the time of booking to the execution of the actual event.

AMENDMENT 1

STANDING RULES

Amend STANDING RULES, 10. By striking it in its entirety and renumbering the remaining rules accordingly

Present Wording

10. Each Chapter shall have the right to select from its Professional and Professional-Merited membership one delegate and one alternate to the Annual Meeting.

Proposed Wording

- ~~10. Each Chapter shall have the right to select from its Professional and Professional-Merited membership one delegate and one alternate to the Annual Meeting.~~

Submitted by: Bylaws and Standing Rules Committee

Reason: This Standing Rule conflicts with Bylaw IV. Section 1. Composition wherein it states “When a Chapter President is unable to attend a Board of Directors meeting, the Chapter President-Elect, or the Vice President , if the Chapter does not have a President-Elect, may attend the Board meeting and participate in the deliberations with full voting privileges.” It does not state the chapter can pick anyone from its Professional or Professional-Merited members.

AMENDMENT 2

STANDING RULES

Amend STANDING RULES, 12. G. Wilma Yeary Award. By striking it in its entirety.

Present Wording

G. Wilma Yeary Award. This award, Kentucky Division's Highest Award for Professionalism, shall be given annually to the member with the highest number of total points in the year based on the Wilma Yeary Award guidelines and point schedule approved by the Board of Directors.

Proposed Wording

~~G. Wilma Yeary Award. This award, Kentucky Division's Highest Award for Professionalism, shall be given annually to the member with the highest number of total points in the year based on the Wilma Yeary Award guidelines and point schedule approved by the Board of Directors.~~

Submitted by: Bylaws and Standing Rules Committee

Reason: As this Standing Rules section pertains to awards that “may be” presented; and as the Wilma Yeary Award is one which “will be” presented and has been so designated in Article V. Committees, Councils, and Special Appointees. Section 2. Duties. Paragraph G. The Wilma Yeary Award Committee, it is recommended this section of the Standing Rules be eliminated.

AMENDMENT 3

STANDING RULES

Amend STANDING RULES, 19. by striking it in its entirety.

Present Wording

19. The Division shall purchase and present an IAAP banner to each newly established Chapter within the Division.

Proposed Wording

~~19. The Division shall purchase and present an IAAP banner to each newly established Chapter within the Division.~~

Submitted by: Bylaws and Standing Rules Committee

Reason: This standing rule is a duplicate of Standing Rule 17.