



OREGON TRAIL CHAPTER

Chartered February 14, 1946
 Incorporated November 1979

BYLAWS, STANDING RULES, AND PROCEDURES

Bylaws and Standing Rules Adopted October 14, 1953
 As Amended Through June 9, 2004

Procedures Adopted January 30, 1974
 As Amended Through June 9, 2004

BYLAWS

ARTICLE	PAGE/S
I Name and Location	1
II Objective	1
III Membership.....	1
IV Dues	1
V Officers, Qualifications, Nomination and Election, Term, and Duties.....	1-4
VI Board of Directors.....	4
VII Committees	4-6
VIII Chapter Meetings	6
IX Representation.....	6
X Dissolution	6-7
XI Parliamentary Authority	7
XII Amendments	7

STANDING RULES

RULE	PAGE/S
1 Committee on Nominations.....	8
2 Installation of Officers.....	8
3 Delayed Installation of Officers	8
4 Election of Officers at Other Than Annual Meeting	8
5 Dinner Reservations	8

PROCEDURES

PROCEDURE	PAGE/S
I Membership.....	8
II Board Duties.....	8-9
III Board of Directors.....	9
IV Committees	9
V Use of Funds/Expenditures	9-10
VI Records Retention	10

REFERENCES

Oregon Trail Chapter Calendar	11
Oregon Trail Chapter Organization Chart.....	inside front cover

OREGON TRAIL CHAPTER

International Association of Administrative Professionals

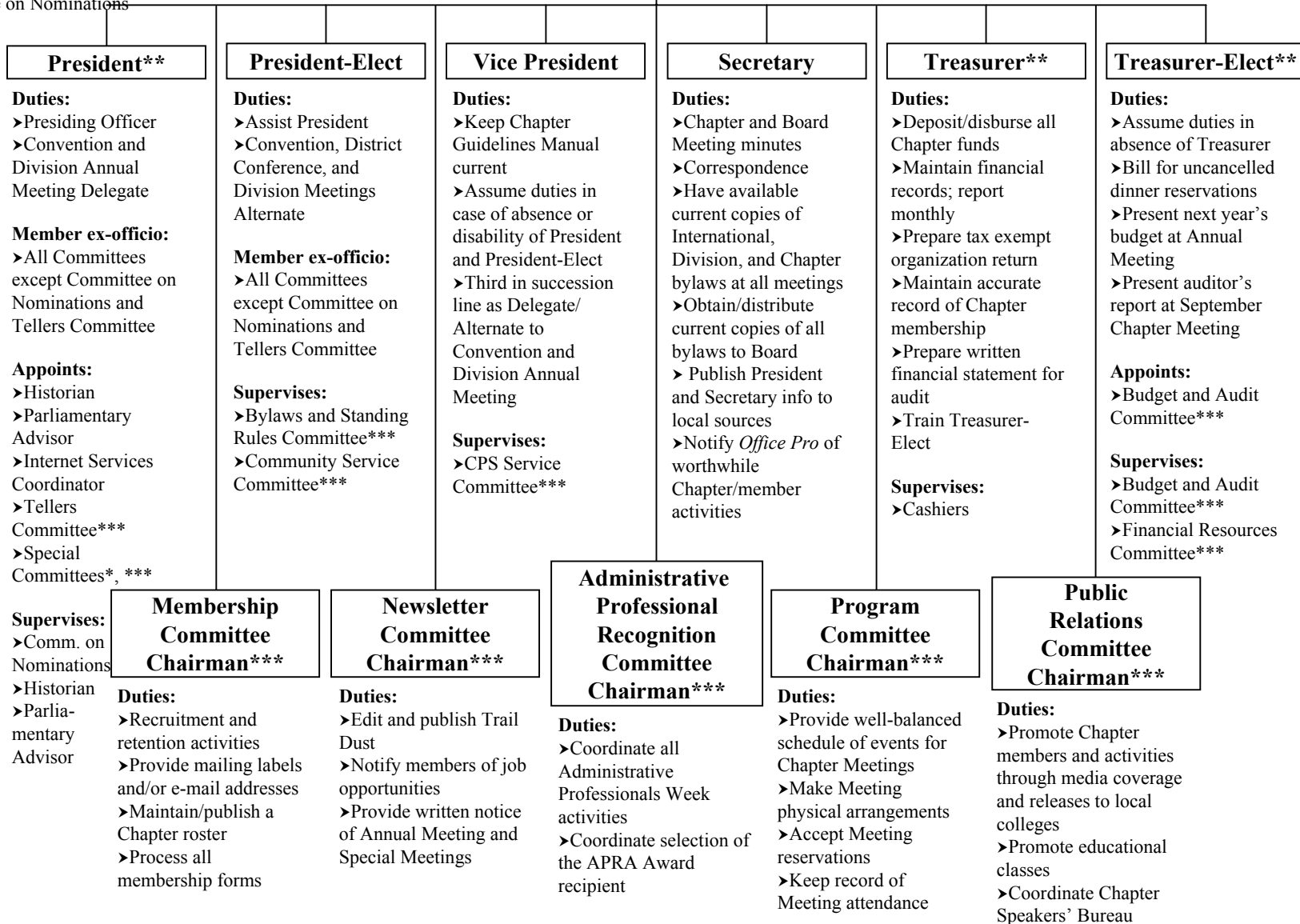
* With the approval of the Board

** Bonded

*** All Committees, except Nominations, are responsible to Board and must submit plans for approval prior to execution.

Members

- Board appoints the Chairman of all Standing Committees:
- Bylaws and Standing Rules***
 - Community Service***
 - CPS/CAP Service***
 - Financial Resources***
 - Budget and Audit Committee***
 - Committee on Nominations



**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

BYLAWS

ARTICLE I—NAME AND LOCATION

Section 1. The name of this Chapter shall be Oregon Trail Chapter, International Association of Administrative Professionals® (IAAP), incorporated under the laws of the State of Oregon. It shall be located in Portland, Oregon. It was chartered in February 1946 and the Chapter number is 328130.

ARTICLE II—OBJECTIVE

The objectives of Oregon Trail Chapter shall be to elevate the standards of all administrative professions and to promote their working relationship with management through continuing education, authorized programs, and publications.

ARTICLE III—MEMBERSHIP

There shall be four classifications of membership as provided in the International Bylaws Article VI. All members shall have the rights and privileges of full participation at all levels of IAAP for which applicable dues and fees have been paid, except a Student Member shall not serve as a Delegate or Alternate at the International level, an Associate Member shall not serve as a Delegate or Alternate at the Division, District, or International level, and Honorary Members shall not serve on the Board of Directors.

ARTICLE IV—DUES

Section 1. Annual Chapter Dues

Professional Member	\$25.00
Professional-Merited Member	\$12.50
Associate Member	*
Student Member	\$ 8.00

*Amount set by the International Board of Directors. No other dues may be charged by the Chapter.

Section 2. Membership Renewal. International Headquarters shall send notices of dues renewal yearly to all members in accordance with procedures approved by the International Board of Directors. Membership shall be forfeited if dues are not paid within 30 days of due date.

Section 3. Reinstatement

A. A member who has forfeited membership for any reason and wishes to reinstate within the next

two years may do so by payment of the processing fee and the current year's dues and shall retain membership tenure.

B. A member who has forfeited membership for any reason and has permitted more than two years to lapse shall reapply as a new member and shall forfeit tenure of past membership.

ARTICLE V—OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES

Section 1. Officers. The Chapter Officers shall be a President, President-Elect, Vice President, Secretary, Treasurer and Treasurer-Elect. Each Chapter must have a President and a Treasurer.

Section 2. Qualifications

- A. A candidate for the office of President or President-Elect shall be a Professional or Professional-Merited member for at least one year prior to election and preferably have served as an Officer of an IAAP Chapter at least six months prior to election. The qualifications may be waived if the number of eligible members is small.
- B. A candidate for office other than President or President-Elect shall be a Professional or Professional-Merited member of IAAP.
- C. No member shall hold more than one Chapter office at a time. No member shall hold a Division office while serving as a Chapter Officer, except to allow for normal overlap in difference of installation time.
- D. Any Officer who is elected to the International Board of Directors or as a Trustee of the Retirement Trust Foundation, or accepts appointment to the Institute for Certification, shall automatically cease to be an Officer in the Chapter.

Section 3. Nomination and Election

- A. The Committee on Nominations shall consist of a Chairman and one or more members. The Board of Directors shall appoint the Chairman.
- B. The Committee on Nominations shall select candidates for Idaho-Oregon-Utah Division

Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals

offices and present a report of its selections to the membership.

1. The membership, after receiving the Committee report, may amend it by additional nominations from the floor. Floor nominees must have consented to the nomination.
 2. Upon membership approval of the report, the Committee on Nominations shall submit the list of nominees in accordance with the Division Bylaws and Standing Rules.
- C. The Committee on Nominations, at least four weeks prior to the Annual Meeting, shall send to the membership a slate of candidates for each Chapter office. Nominees for office must have indicated approval for such nominations.
- D. Nominations may be made from the floor prior to the election. Floor nominations require two seconds and the consent of the nominees. The names of such properly nominated candidates shall then be added to the slate.
- E. A quorum must be present at the Annual Meeting. Only members with voting privileges may vote. Voting shall be by ballot, however, if there is only one candidate for an office, the ballot may be dispensed with and the nominee(s) elected by *viva voce*. There shall be no voting by proxy.
- F. To be elected to an office, a candidate must receive a majority of the votes cast for that office. Should no candidate receive a majority vote on the first ballot, all but the two highest for such office shall be eliminated and balloting continued. If there remains a tie after the third ballot, the elections shall be decided by lot.
- G. At the Annual Meeting, a Tellers Committee of three shall be appointed by the President. The Committee shall be responsible for distributing, collecting, and tallying the ballots. After the vote is tallied and before the meeting is adjourned, the Chairman of the Committee shall report the results of the election to the membership. The President shall then declare the Officers of the Chapter duly elected. The Chairman of the Committee shall be responsible for the destruction of the ballots immediately following the election meeting.
- H. In the event a vacancy occurs among the Officers-elect between the time of their election and prior to the time they take office, it shall be

filled by a special election, to take place at the first meeting following creation of such vacancy. Nominations requiring two seconds shall be made from the floor, and a majority vote of the eligible members present shall be required for election, which shall be by ballot. All provisions previously outlined in this section shall prevail.

Section 4. Term of Office

- A. The term of office shall coincide with the fiscal year for IAAP, July 1 through June 30. A person serving six months or more shall be deemed to have served a term of office.
- B. The President and President-Elect shall hold office for a term of one year or until a successor is elected. No other Officer of the Chapter shall serve more than two consecutive terms in the same office.

Section 5. Duties. Chapter Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole, comply with all directives of the organization, and be thoroughly familiar with the International Bylaws and Standing Rules, Division Bylaws and Standing Rules, and Chapter Bylaws and Standing Rules.

- A. The duties of the PRESIDENT shall include but not be limited to the following:
1. Perform the duties prescribed by these Bylaws and by Parliamentary Authority adopted by IAAP.
 2. Be the presiding officer at all Chapter meetings and the Chairman at all Board of Directors meetings.
 3. Be a member ex-officio of all committees, except the Committee on Nominations and the Tellers Committee.
 4. Call meetings of the Board of Directors whenever such meetings are necessary.
 5. Appoint a Parliamentary Advisor, Historian, and Internet Services Coordinator, if desired. Appoint all special committees, as needed, with approval of the Board of Directors.
 6. Keep the Board of Directors and membership fully informed on all Association, Division and/or Chapter matters.
 7. Keep the Division President and the Chapter President-Elect fully informed on all Chapter matters.
 8. Be bonded with the premium to be paid from Chapter funds.

Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals

9. Delegate the duties, as needed, of an office or committee that is vacant to other Chapter Officers or members subject to the approval of the Board of Directors.
- B. The duties of PRESIDENT-ELECT shall include but not be limited to the following:
1. Assist the President in the performance of the duties of that office and assume the duties and powers of the President in the absence of the President.
 2. Be a member ex-officio of all committees, except the Committee on Nominations and the Tellers Committee.
 3. Supervise the Bylaws and Standing Rules Committee to: (1) keep Chapter Bylaws and Standing Rules current and updated, and (2) distribute same to the membership.
 4. Succeed automatically to the office of President at the conclusion of the term of one year as President-Elect.
- C. The duties of the VICE PRESIDENT shall include but not be limited to the following:
1. Assume and perform the duties of the President in the absence or disability of the President and President-Elect.
 2. Supervise the CPS[®] /CAP Service Committee to:
 - a. Promote interest and encourage participation in the CPS/CAP program.
 - b. Promote educational classes.
 - c. Act as liaison between the Chapter, the Division, and The Institute for Certification.
- D. The duties of the SECRETARY shall include but not be limited to the following:
1. Be responsible for keeping an accurate record of all Chapter and Board of Directors meetings.
 2. Conduct the correspondence of the Chapter as directed by the President or Board of Directors.
 3. Have available at all meetings up-to-date copies of the International Bylaws and Standing Rules, Division Bylaws and Standing Rules, and Chapter Bylaws and Standing Rules.
- E. The duties of the TREASURER shall include but not be limited to the following:
1. Be responsible for all Chapter funds, deposit said funds as directed by the Board of Directors, and make disbursements only as authorized by the Chapter's current budget or by specific action of the Chapter or Board of Directors. Disbursements shall be made by check and countersigned by the President if in excess of \$500.
 2. Keep complete and accurate financial records and submit a report to the Board of Directors and Chapter monthly.
 3. Prepare and file the Return for a Tax Exempt Organization when due.
 4. Keep a complete and accurate record of Chapter membership as notified by International Headquarters. (See Procedures, Membership, Article VII, Section 1, A.)
 5. Prepare a written financial statement covering the term of office to be ready for audit within 20 days following the close of term.
 6. Deliver the books and records of the Treasury to the appointed Budget and Audit Committee by July 20. Submit the audit report and transfer said books and records to the new Treasurer by August 20.
 7. Provide training for Treasurer-Elect.
 8. Be bonded, with the premium to be paid from Chapter funds.
 9. The Treasurer shall be responsible for the Cashier(s).
- F. The duties of the TREASURER-ELECT shall include but not be limited to the following:
1. In the absence of the Treasurer assume the duties of that office.
 2. Bill members for dinner reservations, which have not been canceled by the designated deadline.
 3. Appoint a Budget and Audit Committee.
 4. Present the budget for approval at the Annual Meeting and present the auditor's report at the September Chapter Meeting.
 5. Be bonded, with the premium to be paid from Chapter funds.

Section 6. Handling of Funds

- A. Board members shall approve all disbursements for Committees under their direction up to the amount budgeted.
- B. Non-budgeted requests for funds in excess of \$100 must be approved by the Board of Directors. Non-budgeted requests for funds in excess of \$500 must be approved by the membership.
- C. Check requests payable to an Officer/Board member and presented to the Treasurer for

**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

payment must bear approval of an Officer/Board member other than the payee.

- D. Checks are to be signed by either the President or the Treasurer except those in excess of \$500 must be signed by both Officers.
- E. Signatures of both the President and the Treasurer are required for withdrawal of savings.

Section 7. Vacancies

- A. 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 this office for the following year. The office of President-Elect shall remain vacant until the next regular election.
- B. In the event of vacancies in both the offices of President and President-Elect, the next ranking officer 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 as designated in Article V, Section 4, Paragraph A.
- C. Any Officer unable to perform the duties of the office held for a period of more than 60 days shall submit written resignation to the Board of Directors. If the resignation is not received within 10 days following that 60-day period, the Board of Directors may declare the office vacant and take action in accordance with the provisions of Article V, Section 7.
- D. All outgoing Officers, with the exception of the Treasurer, shall transfer to the incoming Officers the files and records of the respective offices by June 30. The outgoing Treasurer shall, by July 20, deliver the books and records of the Treasury to the appointed auditor(s) to make the audit.
- E. All records pertaining to any office are the property of IAAP and must be transferred by any Officer vacating a position before the expiration of their term, within 10 days as instructed by the Board of Directors.

ARTICLE VI—BOARD OF DIRECTORS

Section 1. Composition. The Board of Directors shall be composed of the elected Officers of the Chapter and the Chairmen of Membership, Newsletter, Administrative Professionals Recognition

Program, Public Relations and the Program Committees, if such committee exists.

Section 2. Responsibilities. The Board of Directors shall:

- A. Be the governing body on all matters requiring action between meetings in accordance with the provisions of these Bylaws and Standing Rules.
- B. Carry out the policies and objectives of the Association and transact the business of the Chapter.
- C. 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.
- D. Advise the membership of business transacted at the Board meetings.
- E. Appoint a Chairman of all Board and Standing Committees as soon as possible after the June meeting. Declare a Committee chairman position vacant and appoint a successor if necessary due to non-performance of duties.
- F. If desired, seek a financial advisor who shall provide assistance and recommendations on the use of the Chapter's funds.

Section 3. Meetings. Regular Meetings of the Board of Directors shall be at a time and place determined by the Board. Special Meetings may be called by the President or by a majority of the Board.

Section 4. Quorum. A majority of the Board of Directors shall constitute a quorum for transaction of business at a Board of Directors Meeting.

ARTICLE VII—COMMITTEES

Section 1. Board Committees. Board Committees shall be composed of a Chairman and as many members as required. Board Committees shall be represented on the Board of Directors by a Chairman. If such committee exists, their functions are:

- A. The MEMBERSHIP COMMITTEE shall direct activities of the Chapter having to do with recruitment and retention of members. The Membership Committee shall also be responsible for the roster and shall:
 - 1. Provide labels and/or e-mail addresses of the Chapter membership as requested.

Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals

2. Publish a membership roster.
- B. The NEWSLETTER COMMITTEE shall edit and publish the Chapter newsletter known as Trail Dust. Publication dates are to be determined by the Board of Directors. The Newsletter Committee will also be responsible for notifying the Chapter of job opportunities and shall give written notice of the Annual and Special meetings as required.
- C. The ADMINISTRATIVE PROFESSIONALS RECOGNITION COMMITTEE shall:
1. Coordinate all activities in observance of Administrative Professionals Week.
 2. Coordinate the selection of the Chapter recipient of the Administrative Professionals Recognition Award.
- D. The PROGRAM COMMITTEE shall provide a well-balanced schedule of events for the meetings of the Chapter. The Program Committee shall also:
1. Make physical arrangements for each Chapter Meeting.
 2. Accept reservations for all Chapter Meetings.
 3. Keep an accurate record of attendance at each meeting.
- E. The PUBLIC RELATIONS COMMITTEE shall
1. Promote Chapter members and activities through media coverage and releases to local colleges.
 2. Promote educational classes.
 3. Coordinate a Chapter Speakers Bureau.
3. Maintain conformity of the Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and Division Bylaws and Standing Rules.
4. Submit copies of the Chapter Bylaws and Standing Rules and/or amendments to the Division Bylaws and Standing Rules Committee for review and approval in accordance with the Division Bylaws and Standing Rules.
 5. Receive and/or initiate suggestions for amendments to the International Bylaws and Standing Rules and Division Bylaws and Standing Rules. Upon approval of the Board of Directors, the Committee shall present them to the membership for action. Upon approval by the membership, the Committee shall prepare the proposed amendments in proper form for submission in accordance with the International Bylaws and Standing Rules and Division Bylaws and Standing Rules.
 6. When proposed amendments to the International Bylaws and Standing Rules and Division Bylaws and Standing Rules are received, review the proposals and make recommendations to the Board of Directors. If requested to do so by the President, a member of this Committee shall present these proposed amendments to the membership.
- B. The COMMUNITY SERVICE COMMITTEE shall:
1. Cooperate in civic projects and render service as approved by the membership.
 2. Carry out all philanthropic projects of the Chapter.
- C. The CPS/CAP SERVICE COMMITTEE shall:
1. Stimulate interest and encourage participation in the CPS/CAP program.
 2. Promote educational classes and events.
- D. The FINANCIAL RESOURCES COMMITTEE shall concentrate on ways-and-means efforts to provide funds necessary for the operating budget of the Chapter.
- E. The COMMITTEE ON NOMINATIONS shall execute its duties as referred to in Article V, Section 3 of these Bylaws and Rule 1 of the Standing Rules.
- F. THE BUDGET AND AUDIT COMMITTEE shall:

Section 2. Standing Committees.

Standing Committees shall be composed of a Chairman and any number of members. (The Bylaws and Standing Rules Committee and the Committee on Nominations are required under IAAP Bylaws.) If the following committee exists, their functions are:

- A. The BYLAWS AND STANDING RULES COMMITTEE shall be responsible for the Chapter Bylaws and Standing Rules, and shall:
1. Make periodic review of the Chapter Bylaws and Standing Rules.
 2. Correlate all proposed amendments to the Bylaws, Standing Rules, and Procedures of this Chapter and submit them together with the Committee's recommendations and the reasons for the recommendations to the membership in accordance with these Bylaws.

**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

1. Prepare a budget for the next fiscal year.
2. Be responsible for an annual audit of the books of the Chapter, whether that be internal or external.

Section 3. Special Committees. Special Committees may be appointed when deemed necessary by the President subject to the approval of the Board of Directors.

Section 4. Responsibility. All Committees, except the Committee on Nominations, shall be responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.

ARTICLE VIII—CHAPTER MEETINGS

Section 1. Meetings. Meetings shall be held on the second Wednesday of September, October, December, February, April, and June, unless otherwise changed by a majority vote of the membership.

Section 2. Annual Meeting.

- A. The Annual Meeting shall be the April meeting.
- B. Business of the Annual Meeting. A delegate and alternate of the Chapter to the International Convention and Education Forum and the Division Annual Meeting shall be selected at the Annual Meeting.

Section 3. Special Meetings. Special Meetings may be called by the President, by a majority of the Board of Directors, or by 20 percent of the membership, provided notice specifying the principal business of the meeting is given to all members at least 10 days prior to the date of the Special Meeting.

Section 4. Rights and Privileges. All members shall have the right of the floor and those members having voting privileges under Article VII, Section 2, of the International Bylaws and Standing Rules shall have a vote.

Section 5. Quorum. A majority of the members present and eligible to vote shall constitute a quorum for the transaction of business at any Regular or Special Meeting of the Chapter.

ARTICLE IX—REPRESENTATION

Section 1. International Convention

- A. The Delegate to the annual International Convention shall be the President of the Chapter; the Alternate shall be the President-Elect.
- B. In the event of the inability of the President to attend, the President-Elect shall be the Delegate and the Vice President shall be the Alternate.
- C. If these Officers cannot attend, the Board of Directors shall elect a Delegate and an Alternate.
- D. It shall be the duty of the Delegate and/or the Alternate to attend all meetings and to represent the Chapter in all matters coming before the International Convention.

Section 2. Division Annual Meeting

- A. The Delegate to the Division Annual Meeting shall be the President, and the President-Elect shall be the Alternate.
- B. In the event of the inability of the President to attend, the President-Elect shall be the Delegate and the Vice President shall be the Alternate.
- C. If these Officers cannot attend, the Delegate shall be the Vice President and the Board of Directors shall elect an Alternate.
- D. If none of these Officers can attend, the Board of Directors shall elect a Delegate and Alternate.
- E. It shall be the duty of the Delegate and/or the Alternate to attend all meetings and to represent the Chapter in all matters coming before the delegation.

Section 3. Reports. The Delegate and/or Alternate shall report to the Chapter on the proceedings of the Convention or Meeting in the Chapter newsletter and/or at the first meeting following such Convention or Meeting.

ARTICLE X—DISSOLUTION

Section 1. Assets. 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, and any and all assets then possessed by the Chapter, after current indebtedness has been paid, shall go to the Idaho-Oregon-Utah Division of IAAP.

**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

Section 2. Records and Property. In the event of such dissolution of this Chapter, the Board of Directors shall forward all records and property to the Idaho-Oregon-Utah Division Board.

**ARTICLE XI—PARLIAMENTARY
AUTHORITY**

The current edition of Robert's Rules of Order Newly revised (RONR) shall govern IAAP in all matters of procedure not otherwise covered by International Bylaws and Standing Rules or Division Bylaws and Standing Rules or Chapter Bylaws and Standing Rules and Procedures.

ARTICLE XII—AMENDMENTS

Section 1. Bylaws

- A. These Bylaws may be amended at any meeting:
 - 1. Provided the text of the proposed amendment has been submitted to the membership either in writing at least 10 days prior to the meeting date or by reading at the previous meeting.
 - 2. By a quorum vote.
- B. An amendment not having been previously submitted to the membership may be adopted by a quorum vote.
- C. All amendments are subject to the approval of the Division Bylaws and Standing Rules Committee.

Section 2. Standing Rules and Procedures. Standing Rules and Procedures may be adopted, rescinded, or amended upon motion from the floor and without previous notice at any meeting. Such action requires a majority vote of the members eligible to vote and present at that meeting, a quorum being present, and is subject to the approval of the Division Bylaws and Standing Rules Committee.

Section 3. Corrections. Automatic grammatical, punctuation, and correlation corrections in these Bylaws, Standing Rules, and Procedures which in no way alter the intent of the respective Bylaws, Standing Rules, or Procedures shall be effected by the Bylaws and Standing Rules Committee subject to the approval of the Board of Directors. Automatic changes in Bylaws, Standing Rules, and Procedures necessitated by amendment to the International Bylaws and Standing Rules and/or Division Bylaws and Standing Rules shall be effected by the Bylaws

and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Enactment. These Bylaws, Standing Rules, and Procedures and/or Amendments thereto shall become effective upon adoption, unless otherwise specified, subject to review and approval by the Division Bylaws and Standing Rules Committee.

Bylaws Adopted: October 14, 1953
Bylaws Revised: June 14, 1995
Bylaws Amended: May 9, 2001
Approved by Division B&SRC: May 14, 2001
Bylaws Amended: June 9, 2004
Approved by Division B&SRC: September 7, 2004

**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

STANDING RULES

1. The Committee on Nominations shall prepare all necessary forms to conduct the election of officers, which shall be held at the Annual Meeting.
2. Officers shall be installed at the June meeting.
3. In the event a duly elected officer cannot be installed at the June meeting, that officer shall be installed at the September meeting.
4. An officer of the Chapter elected at other than the Annual Meeting shall be installed and take office immediately.
5. Any member or nonmember who does not cancel a dinner reservation by the designated deadline shall repay the prevailing cost of the reservation to the Chapter.

Standing Rules Adopted: October 14, 1953
Standing Rules Revised: April 11, 1990
Standing Rules Amended: May 9, 2001
Approved by Division B&SRC: May 14, 2001
Standing Rules Amended: June 9, 2004
Standing Rules submitted to Division for approval:
July 13, 2004

PROCEDURES

I—MEMBERSHIP

- A. All applications for membership shall be submitted to the Membership Committee.
- B. The Membership Committee shall receive and review all applications for membership and transfer.
- C. A member desiring to transfer to this Chapter shall present to the Membership Committee a Transfer of Membership as required by the Bylaws. Payment of dues for this Chapter shall be on a *pro rata* basis.
- D. A member desiring to transfer from this Chapter shall present a written request for transfer to the Treasurer. The Treasurer shall issue a Transfer of Membership in accordance with the provisions of the Bylaws and Standing Rules and refund Chapter dues on a *pro rata* basis to the transferee's new Chapter.

II—BOARD DUTIES

- A. The President shall have custody of the official documents and be responsible for Committee on Nominations, Parliamentary Advisor, Historian and the Internet Services Coordinator.
- B. The President-Elect, preparatory to assuming the office of President, shall have the privilege of attending as an observer, meetings of any committee except the Committee on Nominations, and shall be responsible for the Bylaws and Standing Rules Committee and the Community Service Committee.
- C. The Vice President shall be responsible for keeping the Chapter Guidelines Manual current, and shall be responsible for the CPS/CAP Service Committee.
- D. The Secretary shall provide all Board members with a copy of the minutes of Chapter and Board Meetings and any Special Meetings at the next Chapter meeting. In the event of suspension, or death of a member, the Secretary shall immediately notify International Headquarters, the International Director of the Northwest District, and the Division Board of Directors.

Following the installation of the Officers, the newly installed Secretary shall file the names and addresses of the President and Secretary with the local Chamber of Commerce, Better Business Bureau, Multnomah County Library, and the Post Office. It shall be the duty of this Officer to keep such information current. The Secretary shall notify the editor of *Office Pro* magazine of worthwhile activities of the Chapter and its members, upon approval of the Board of Directors.

- E. The Treasurer shall be responsible for the Cashier(s). Cashiers handle the financial transactions at Chapter meetings.
- F. The Treasurer-Elect shall be responsible for the Budget and Audit Committee and the Financial Resources Committee.
- G. The Newsletter Committee Chairman shall receive information concerning job opportunities and advise the membership.
- H. The Membership Committee Chairman shall act as coordinator for the Chapter, processing all forms required by Headquarters to relieve the Treasurer of all membership responsibility; shall

Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals

maintain an accurate list of Chapter membership, and keep the Executive Director, International Director of the Northwest District, and Division Officers informed of all changes in the official roster; and shall notify the Newsletter Director of any roster changes during the year, and shall be responsible for the roster.

- I. The Administrative Professionals Recognition Committee Chairman shall be responsible for Administrative Professionals Week activities and for the Administrative Professionals Recognition Award program.
- J. The Program Committee Chairman shall be responsible for Chapter meeting arrangements and reservations.
- K. The Public Relations Committee chairman shall promote chapter activities (see Article VII, Section 1, E.).

III—BOARD OF DIRECTORS

- A. Any Chapter member may attend Board Meetings, provided previous arrangements have been made with the President.
- B. The outgoing Board of Directors shall meet with the incoming Board of Directors following election of Officers for the purpose of orientation and making arrangements for smooth continuity of Chapter business, transfer of the records, and explanation of the duties of the various Officers.
- C. The Board of Directors shall be responsible for furnishing to the Committee on Nominations an up-to-date list of all members who have served as Chapter Officers.
- D. The Board of Directors shall be responsible for the transfer of Chapter records as defined in the Bylaws Article V, Section 7, Paragraph D.

IV—COMMITTEES

Committees shall be composed of a Chairman and any number of members. (The Bylaws and Standing Rules Committee and the Committee on Nominations are required under IAAP Bylaws.) If the following committee exists, their functions are:

- A. Bylaws and Standing Rules Committee
 - 1. This Committee shall make, available upon request, a copy of the Chapter Bylaws, Standing Rules, and Procedures.

- 2. Directs members requesting the International Bylaws and Standing Rules and Division Bylaws and Standing Rules to the IAAP Website at IAAP_HQ.org.
- 3. The membership shall be advised of any correlation changes in the Chapter Bylaws, Standing Rules, and Procedures necessitated by changes in International Bylaws, Standing Rules and Procedures and/or Division Bylaws, Standing Rules, and Procedures.

- B. Historian. The record compiled by the Historian should be presented at a Chapter meeting to the Immediate Past President when completed.
- C. Committee on Nominations. The Committee on Nominations shall report the slate of candidates to the President no later than the Board meeting preceding election.
- D. The Internet Services Coordinator shall maintain, on a monthly basis, the Chapter Web page.
- E. The Parliamentary Advisor shall
 - 1. Be familiar with the current edition of Robert's Rules of Order Newly Revised and assist the Board of Directors and Chapter members with parliamentary procedures.
 - 2. Be familiar with and have available at all meetings a current copy of the Chapter Bylaws and Standing Rules, the Division and International Bylaws and Standing Rules.

V—USE OF FUNDS/EXPENDITURES

- A. Expenses of the Chapter shall be paid in accordance with the availability of funds as follows:
 - 1. Membership Committee
 - 2. Program Committee
 - 3. Public Relations Committee
 - 4. CPS/CAP Service Committee may promote each year a series of educational classes for the purpose of assisting prospective applicants to prepare for the CPS /CAP examination. Classes shall be open to all who are interested.
 - 5. The outgoing President of the Chapter shall be presented with a token of appreciation of a Past President's pin for services to the Chapter.
 - 6. The Delegate and Alternate to International Convention and the Division Annual meeting shall be reimbursed for actual and necessary expenses not to exceed the amounts specified in the Chapter budget, provided corporate support

**Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals**

is not available and Chapter funds are available,
as follows:

- a. Registration fee
 - b. Transportation
 - c. Hotel expense (not to exceed a single room
at the best available rate)
7. In the event that there are not sufficient funds
available in the Chapter treasury to pay
expenses, the order of preference for allotting
funds will be as follows:
1. International Convention Delegate
 2. Idaho-Oregon-Utah Division Annual
Meeting Delegate
 3. International Convention Alternate
 4. Idaho-Oregon-Utah Division Annual
Meeting Alternate
- B. Bills and receipts for all expenses shall be
submitted to the Treasurer, accompanied by an
approved Check Request form.

VI-RECORDS RETENTION

Retention of the Oregon Trail Chapter records:

- A. Retain permanently
 1. Chapter Charter (original charter on file at
IAAP headquarters)
 2. Minutes of all Board of Directors and
Chapter meetings.
 3. Correspondence of historical nature or of
special problems.
 4. Membership records.
 5. Releases that have formed the basis for
establishment of policy.
- B. Retain for three years (after year they were
created)
 - Treasurer's records (unless otherwise
required by International).
- C. Current Year
 1. Board correspondence for the current year,
other than special problems, policy, etc.
should be turned over to the incoming
Officers.
 2. Current International, Division and Chapter
Bylaws and Standing Rules and Procedures.

Procedures Adopted: January 30, 1974

Procedures Revised: April 10, 1991

Procedures Amended: May 9, 2001

Approved by Division B&SRC: May 14, 2001

Procedures Amended: June 9, 2004

Approved by Division B&SRC: September 7, 2004

Oregon Trail Chapter Bylaws, Standing Rules and Procedures
International Association of Administrative Professionals

OREGON TRAIL CHAPTER CALENDAR

July

- Annual (International) Convention and Education Forum
- July 1—IAAP fiscal year begins.
- July 1—Due date for Chapter President to provide STF-8 Committee Chairmen and Officers' names to Headquarters.
- July 20—Deadline for the outgoing Treasurer to complete a written financial statement covering the term of office.
- July 20—Deadline for the outgoing Treasurer to deliver the books and records of the Treasury to the appointed Budget and Audit Committee.

August

- August 20—Deadline for the outgoing Treasurer to submit the audit report and transfer said books and records to the new Treasurer.

September

- Second Wednesday—Chapter Meeting
 - Presentation of auditor's report
- September 1—Headquarters deadline for accepting CPS and CAP Examination applications for the November examination.

October

- Second Wednesday—Chapter Meeting
 - Membership may nominate and elect three members to serve on the Chapter Committees on Nominations.

November

- First Friday—CAP Examination (Part 4)
- First Saturday—CPS and CAP Examinations (Parts 1-3)

December

- Second Wednesday—Chapter Meeting

January

- January 15—Deadline for submitting proposed amendments to the Division Bylaws, Standing Rules, and Procedures.
- January 15—Postmark deadline for Chapter to make recommendations for appointments to International Departments and Committees.
- January 15—Deadline for International Committee on Nominations to receive nominations from Chapters for International Officers and Retirement Trust Foundation Trustees.

February

- Second Wednesday—Chapter Meeting
- February 1—Postmark deadline for Chapter to submit proposed amendments to the International Bylaws and Standing Rules.

March

- NEFSTANS
- Four weeks prior to the Annual Meeting—Deadline for the Chapter Committee on Nominations to send to the membership a slate of-candidates for Chapter offices
- March 1—Headquarters deadline for accepting CPS and CAP Examination applications for the May examination.
- March 15—Deadline for the Chapter Committee on Nominations to send names and qualifications of candidates for Division office to the Division Committee on Nominations.

April

- Second Wednesday—Chapter Annual Meeting
 - Election of Officers
 - Selection of Delegates/Alternates
- Administrative Professionals Day/Week

May

- Division Annual Meeting
- First Friday—CAP Examination (Part 4)
- First Saturday—CPS and CAP Examinations (Parts 1-3)

June

- Second Wednesday—Chapter Meeting
 - Presentation of new budget
 - Installation of Officers
- June 1—Deadline for Chapter President to submit International Directory listing of new Officers to Headquarters.
- June 15—Deadline for Chapter President to furnish the Division Secretary with a complete and accurate record of the Chapter membership.
- June 30—Deadline for all outgoing Officers, with the exception of the Treasurer, to transfer to the incoming Officers the files and records of the respective offices.
- June 30—IAAP fiscal year ends.