



**International Association of
Administrative Professionals®**

BYLAWS

STANDING RULES

AND PROCEDURES

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®

LEHIGH VALLEY CHAPTER

INDEX

	<u>Page No.</u>
ARTICLE I - NAME AND LOCATION	1
ARTICLE II - DUES	1
ARTICLE III - OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES	1
ARTICLE IV - BOARD OF DIRECTORS	5
ARTICLE V - COMMITTEES	6
ARTICLE VI - CHAPTER MEETINGS	9
ARTICLE VII - AUDIT	10
ARTICLE VIII - DISSOLUTION	10
ARTICLE IX - AMENDMENTS	11
STANDING RULES	12
PROCEDURES	13

ARTICLE I - NAME AND LOCATION

The name of this Chapter shall be Lehigh Valley Chapter of International Association of Administrative Professionals (IAAP)[®]. It shall be located in Allentown, Pennsylvania.

ARTICLE II - DUES

Section A - Membership and Dues

There shall be four classifications of membership as provided in the International Bylaws Article VI. Associate members shall have all the rights and privileges of Professional members.

Section B - Dues

Annual dues for this Chapter shall be:

	Effective <u>July 1, 2000</u>
1. Professional Members	\$15.00
2. Professional Merited Members	\$ 7.50
3. Student Members	\$ 5.00
4. Associate Members	(Amount set by International Board of Directors)

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

Section 1 - Officers

The Chapter officers shall be President, Vice President, Secretary and Treasurer.

Section 2 - Qualifications

- A. A candidate for office shall have been a Professional Member or a Professional Merited Member of IAAP for at least six months prior to nomination.
- B. A candidate for the office of President shall have served as a IAAP Lehigh Valley Chapter officer or Committee Chairman for at least one full year prior to the upcoming election.
- 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 induction time.

Section 3 - Nomination and Election

- A. At least 30 days prior to the May 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.
- B. Nominations may also be made from the floor prior to the election, provided the candidates' qualifications are given at the time of nomination and they have consented to serve, if elected, then such nominees shall be entered on the slate. Nominations from the floor must receive two seconds.
- C. A majority vote of the members present at the May 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 by viva voce (voice vote).
- D. If 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 second ballot, the election shall be decided by lot.
- E. A vacancy occurring among the officers-elect between the time of election and the assumption of office at the close of the Annual Meeting in June shall be filled by special election at the first regular Chapter meeting of the new year. Nominations shall be made from the floor and all provisions previously outlined in this Section shall prevail.
- F. In the event that the Nominating Committee is unable to obtain a candidate for the office of President, the current President shall remain in office until a successor is elected. This section supersedes Section 4.B of this Article, should it be necessary.

Section 4 - Term of Office

- A. Officers shall assume office at the close of the Annual Meeting in June and shall serve for a term of one year, or until their successors are elected and take office.
- B. 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 5 - Duties

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

- A. 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 the Chairmen of all Standing and Special Committees and a Chaplain.
 3. Be a member ex-officio of all Committees except the Committee on Nominations and the Audit Committee.
 4. Have authority to sign checks; the office of President being bonded in an amount set up by the Board of Directors and the premium paid from Chapter funds.
 5. Be familiar with the International Bylaws and Standing Rules; Division Bylaws, Standing Rules and Procedures; and Chapter Bylaws, Standing Rules and Procedures in order to keep the Chapter Bylaws and Standing Rules Committee informed of changes that should be communicated to the membership.
 6. Keep the Division President fully informed on all matters concerning the Chapter.
 7. Furnish the Division Officers with copies of any correspondence with other Division Officers and the Northeast District Director.
 8. Conduct a special meeting for all Officers and Committee Chairmen to familiarize them with their respective duties prior to the September meeting (usually done at the summer board meeting).
 9. Call meetings of the Board of Directors whenever such meetings are necessary.
- B. The Vice President shall:
1. Assist the President in all ways.
 2. In the absence of the President, serve as presiding officer of meetings of the Chapter or 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, except as noted in Article III, Section 3.F., above.
 4. Be a member ex-officio for all special committees, e.g., Committee on Nominations, Audit, Seminar/Workshop, Website, and other special committees that may be necessary.
 5. Perform other duties as may be assigned by the President or the Board of Directors.
- C. The Secretary shall:
1. Be responsible for the minutes of all Chapter and Board of Directors meetings.

2. Have custody of the Chapter Charter and other official documents.
3. Have available at all meetings an up-to-date copy of International Bylaws and Standing Rules; Division Bylaws, Standing Rules and Procedures; and Chapter Bylaws, Standing Rules and Procedures.
4. Following the election of officers, file the names and addresses of the President and Secretary with the local Chamber of Commerce and the Better Business Bureau and keep such information current throughout the year.
5. Order stationery and supplies.
6. Perform other duties as may be assigned by the Board of Directors.

D. The Treasurer shall:

1. Using information submitted by Committees, prepare a budget of estimated expenditures to be submitted to the Board of Directors for approval at the September Board of Directors meeting. After approval, the budget shall be presented to the membership at the September Chapter meeting.
2. Have responsibility for all Chapter funds, making disbursements only as authorized either by specific action or by adoption of a budget by the Board of Directors and membership.
3. Make all deposits and pay all bills promptly, by check, with authority to sign checks. The office of Treasurer shall be bonded in an amount set by the Board of Directors and the premium paid from Chapter funds.
4. Keep the books on a current basis and make a monthly report to the Board of Directors and the Chapter.
5. The books shall be ready for audit within two weeks following the close of term of office; and the books, together with all necessary information, shall be delivered to the Audit Committee at that time.
6. Shall provide the Roster Committee with information so the Committee can prepare and distribute the Chapter roster by the September meeting. This may be a cooperative effort with the Membership Committee. Shall notify the Chapter membership, the Chapter Membership Committee Chairmen, International, and Division Board of Directors of any roster listing changes occurring during the year, specifically reporting to the Board of Directors monthly any resignations or new members.

7. Immediately following the election of officers, submit to the Division Board of Directors, on the form provided by International, the names and addresses of newly elected officers for the official directory.
8. By the date requested by International, submit on required form to International and the Division President, a list of Chapter Committee Chairmen as requested.
9. Perform other duties as may be assigned by the Board of Directors.

Section 6 - Vacancy

- A. In the event of a vacancy in any office other than President and Vice President, the Board of Directors shall appoint a member to fill the vacancy for the unexpired term.
- B. A vacancy in the office of Vice President for any reason will be filled by special election.
- C. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 30 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 at least 30 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 15 days after such resignation has been requested, the Board shall declare such office vacant and such office shall be filled in accordance with these Bylaws.
- D. All records pertaining to any office are the property of the Chapter and must be transferred as directed by the Board of Directors within 15 days by the person vacating the office for any reason whatsoever.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - Composition

The voting members of the Board of Directors shall be composed of the officers of this Chapter and the Chairman of each Standing Committee; the immediate Past President shall be advisor, with no vote unless serving as a Standing Committee Chairman.

Section 2 - Meetings

The Board of Directors shall meet on the Monday following the Chapter Meeting each month, unless otherwise designated by the President. Time and place of meetings are to be set by the President. Special meetings may be called by the President or by a majority of the Board of Directors.

Section 3 - Quorum

One third of the membership of the Board of Directors shall constitute a quorum for any meeting and a vote of the majority of those present shall constitute effective action.

ARTICLE V - COMMITTEES

Section 1 - Standing Committees

Standing Committees shall be composed of a Chairman and as many members as necessary who shall be chosen by the Chairman of the respective committee.

Section 2 - Duties

Standing Committees and their duties are as follows:

- A. The NEWSLETTER COMMITTEE shall prepare and distribute the official publication of the Chapter to the membership by Email notification that the Newsletter is published on the website. The same notification will be mailed to each Division officer. The Committee shall publish a minimum of nine Newsletters each year. Its Board Contact shall be the Treasurer.
- B. The BYLAWS AND STANDING RULES COMMITTEE - The Chairman of this Committee shall serve as Parliamentarian. The Committee:
 1. Shall maintain conformity in Chapter Bylaws and Standing Rules with the International Bylaws and Standing Rules and the Division Bylaws and Standing Rules.
 2. May propose amendments and resolutions.
 3. Shall edit/correlate all proposed amendments to the Bylaws and Standing Rules of this Chapter and submit them to the Board for approval, together with the committee's recommendations and the reasons for the recommendations, and after approval by the Board, submit them to the membership in accordance with these Bylaws.
 4. Shall submit Chapter Bylaws and Standing Rules and/or amendments thereto to the Division Bylaws and Standing Rules Committee for approval as amended or at least every four years.
 5. Shall assist the Board of Directors in preparing and submitting amendments to the International and/or Division Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Chapter. Its Board Contract shall be the President.

- C. The COMMUNITY SERVICE/PUBLIC AND WORLD AFFAIRS COMMITTEE shall lead the Chapter's activities in the field of service to the community and shall monitor legislative fields and promote members' participation and involvement in public and world affairs, particularly as they affect the interests of the secretarial profession. Its Board Contact shall be the Vice President.
- D. The CERTIFICATION COMMITTEE shall stimulate and encourage participation in the CPS[®]/CAP[®] program. Its Board Contact shall be the President.
- E. THE IAAP STUDENT CHAPTER PROGRAM[®] COMMITTEE shall direct all activities of the Chapter concerned with the promotion and maintenance of this program. This committee will recommend the recipient of the merit award, if such an award is to be presented by the Chapter. Its Board Contact shall be the Secretary.
- F. The EDUCATION/PROGRAM COMMITTEE shall plan the program for regular meetings. This includes selecting appropriate facilities, and selecting a program relative to the secretarial profession. Its Board Contact shall be the Vice President.
- G. The MARKETING AND PUBLICITY COMMITTEE shall promote IAAP in the Lehigh Valley, shall enhance the image, and shall publicize the Chapter activities through releases to the press and other media. Its Board Contact shall be the President.
- H. The MEMBERSHIP COMMITTEE shall direct all activities of the Chapter concerned with the recruitment and maintenance of membership. This committee shall arrange for orientation of new members. Its Board Contact shall be the Treasurer.
- I. The COMMITTEE ON NOMINATIONS – Shall consist of a Chairman and two or more members who shall be appointed by the Board from chapter member volunteer(s) and approved by the membership at least four months prior to the Annual Meeting. This Committee shall submit to the members a slate of one or more candidates for each office at least sixty days before the Annual Meeting. This Committee is responsible for obtaining officer pins, outgoing President gift and orchestrating the installation ceremony usually performed at the June meeting. Its Board Contact shall be the Vice President.
- J. The ADMINISTRATIVE PROFESSIONALS WEEK COMMITTEE shall arrange a program to enable the Chapter to derive the greatest possible benefit from Administrative Professionals Week. This program shall be in place of the April meeting. Administrative Professionals Week is the last full week of April. Its Board Contact shall be the Secretary.
- K. The RESERVATION COMMITTEE shall accept reservations and payment for each Chapter Meeting; handle arrangements for all regular and special Chapter meetings, including meeting places, etc., and inform the Newsletter Committee and Publicity Chairman. Its Board Contact shall be the President.

- L. The IAAP RESEARCH & EDUCATION FUND/RETIREMENT TRUST FOUNDATION COMMITTEE shall promote interest in the IAAP Research & Education and Retirement Trust Foundation, and shall devise and promote projects for the purpose of raising funds for the IAAP Research & Education Fund and Retirement Trust Foundation. All funds raised shall be split 50% to the Research & Education Fund and 50% to the Retirement Trust Foundation. Its Board Contact shall be the Vice President.
- M. The WAYS AND MEANS COMMITTEE shall devise and promote projects to raise funds for the operations of the Chapter. The Chairman of the Ways and Means Committee shall be bonded in an amount set by the Board of Directors and the premium paid from Chapter funds. Its Board Contact shall be the Treasurer.

Section 3 - Special Committees

Special Committees may be appointed by the President when deemed necessary by the Board of Directors. Suggested special committees are as follows:

- A. AUDIT COMMITTEE shall be elected by the membership no later than the March meeting. This Committee shall function as provided in Article VII, Audit. Its Board Contract shall be the Treasurer.
- B. CHAPLAIN COMMITTEE - Shall be responsible for providing a moment of reflection at each Chapter Meeting, and Special Meeting if requested by the Committee Chairman. Its Board Contact shall be the Secretary.
- C. WEBSITE COMMITTEE – Shall be responsible for maintaining the information published on the Lehigh Valley Chapter website to be sure that it is current and correct. Coordinate with website provider for improvements and upgrades and provide training in publishing documents and information to Officers, Committee Chairmen and members. Its Board Contact shall be the Vice President
- D. HISTORIAN - Shall be responsible for providing a short description of Chapter activities for the year, and sending to the Division History Chairman to be put into the Division History Book; and be responsible for keeping the Book up to date. Its Board Contact shall be the President.
- E. ROSTER COMMITTEE - Shall be responsible for compiling the yearly roster from information supplied by the Treasurer and for keeping the roster up to date during the year. Its Board Contact shall be the Treasurer.
- F. SCRAPBOOK COMMITTEE - Shall be responsible for keeping the Chapter scrapbook up to date, with pictures and articles. Its Board Contact shall be the Secretary.
- G. SEMINAR/WORKSHOP - Shall handle all arrangements for the Chapter's seminar/workshop. Its Board Contact shall be the Vice President.

H. TELLERS COMMITTEE - Shall be appointed by the President at the May meeting if ballots are used in the election of officers. This Committee shall be responsible for distributing and collecting the ballots and tallying the vote. After the vote is tallied, the Chairman of this committee shall report the results of the election to the President. The President shall then declare the officers of the Chapter duly elected.

Section 4 - Responsibility

All committees shall be directly responsible to the Board of Directors, through the Board Contact, with the exception of the Committee on Nominations and the Audit Committee and shall submit all plans prior to execution to the Board of Directors for approval.

Section 5 - Vacancy

Upon approval of the Board of Directors, the President may declare a committee Chairmanship vacant because of non-performance of duties for a period of 30 days, and appoint a successor in accordance with the provisions in Article III, Section 5.A.2.

Section 6 - Transfer of Files

At the Special Board Meeting (Article III, Section 5.A.8) or within 15 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 7 - Advance for Expenses

Any advance needed by any Committee for deposits or other purchases shall be at the discretion of the Committee Chairman and does not need approval unless the amount is \$250 or more, which should be approved by the Board.. An attempt will be made to charge the proper amount for the event so that all expenses will be covered. The amount shown in the budget is to cover the additional expenses if the price charged for the event should not equal the amount of all expenses.

ARTICLE VI - CHAPTER MEETINGS

Section 1 - Regular Meetings

Regular meetings of this Chapter shall be held on the fourth Monday of the month. (Also see Standing Rules 1 & 2.) The date of a regular meeting may be changed at any preceding meeting upon majority vote.

Section 2 - Special Meetings

Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third 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 3 - Annual Meeting

The regular June meeting each year shall be the Annual Meeting of this Chapter. The order of business for the Annual Meeting shall be:

- A. Any regular business;
- B. Installation of Officers, at the discretion of the incoming President;
- C. Annual reports (if not printed in Chapter Newsletter);
- D. Any other business that may properly come before the Annual Meeting.

Section 4 - Quorum

Twenty percent (20%) of the Chapter membership shall constitute a quorum for any regular or special meeting.

ARTICLE VII - AUDIT

Section 1 - An audit shall be made of the Chapter's financial records by the Audit Committee elected by the membership no later than the March meeting. Such audit shall be completed within thirty days of the close of the fiscal year, a written report covering the audit submitted to the Board of Directors, and the records transferred immediately to the incumbent Treasurer. The fiscal year shall be July 1 through June 30.

Section 2 - 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 or persons appointed by the Board of Directors. Such audit shall be completed within fifteen 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 VIII – DISSOLUTION

In the event of dissolution, abandonment, or termination of the Charter 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 and be delivered forthwith to: International Association of Administrative Professionals, IAAP Research and Educational Foundation, IAAP Retirement Trust Foundation, International Education Forum and Annual Meeting (EFAM), CSI/FSA Conference, or another Division or another Chapter.

ARTICLE IX - AMENDMENTS

Section 1 - Bylaws

These Bylaws may be amended by any of the following methods:

- A. At any meeting of the Chapter by a two-thirds vote, provided the proposed amendments shall have been communicated to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
- B. By unanimous vote, if not distributed previously as required in A of this section.

Section 2 - Standing Rules and Procedures

- A. Standing Rules and Procedures may be adopted without previous notice by a majority vote at any meeting of the Chapter.
- B. Standing Rules and Procedures may be amended or rescinded:
 - (1) By a majority vote, provided the proposed amendments shall have been communicated to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
 - (2) By unanimous vote, if not distributed previously as required in Section B(1) above.

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.

Section 4 - Enactment

These Bylaws, Standing Rules and Procedures and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Approved by Division Bylaws and Standing Rules Committee: March 24,2008

Amended by Chapter 9/25/06

Amended by Chapter 8/25/07

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
LEHIGH VALLEY CHAPTER**

STANDING RULES

1. Regular meetings shall be held on the fourth Monday of each month, except April, July, August and December. The meeting will begin immediately following dinner which is to be served at 6:00 p.m. Meeting places to be announced in the Chapter Newsletter.
2. Business meetings shall be held four times a year, in September, November, February and May. If deemed necessary by the Board of Directors, any item of business may be acted upon at any regular meeting, after the program.
3. Reservations for dinner meetings shall be made in accordance with the announcement in the Chapter Newsletter. Payment must be received by the night of the meeting. The cost of dinner and meeting is \$20 for members and \$25 for non-members. If attending the meeting only, the cost will be \$5.00 for members and \$10 for non-members. The cost of Special Meetings will be the same for members and non-members.
4. Standing Rules may be adopted without previous notice by a majority vote at any meeting of the Chapter.
5. Standing Rules may be amended or rescinded:
 - (a) By a majority vote, provided the proposed amendments shall have been communicated to the members at least ten (10) days prior to the meeting date or have been read at the previous regular meeting.
 - (b) By unanimous vote, if not distributed previously as required in (a) of this Section.

Enactment: These Standing Rules and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Approved by Division Bylaws and Standing Rules Committee: March 24, 2008
Amended by Chapter: 9/26/05
Amended by Chapter 11/12/06
Amended by Chapter 8/25/07

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
LEHIGH VALLEY CHAPTER**

PROCEDURES

1. The Delegate and Alternate to the Pennsylvania Division Meeting, the IAAP International Education Forum and Annual Meeting (EFAM), or any other official meeting of IAAP, such as Leadership Training or Seminars, shall be appointed by the Chapter Board of Directors. Normally, this would be the President and Vice President of the Chapter. If either is not available, another member may be appointed, in the following order: Another officer of the Chapter, a Committee Chairman, or a Chapter member.
2. The expenses of the delegate to the International Education Forum and Annual Meeting (EFAM), District Conference, and Division Meeting shall be reimbursed to the extent of registration (including optional events sponsored by International), transportation by the most practical and economical means, and such other actual, reasonable and necessary expenses, subject to funds being available. Estimated amount to be determined by the Board of Directors at the Board meeting immediately preceding the registration deadline date of the respective meeting, and an advance, by check from the Treasurer, given to the delegate. An itemized account of expenses with substantiating vouchers to be submitted to the Treasurer within thirty days after returning from the respective meeting. If transportation is by automobile, mileage allowance shall be the per mile amount approved by the IRS.
3. The Alternate to the International Education Forum and Annual Meeting (EFAM), District Conference, and Division Meeting, shall be reimbursed to the extent of registration (including optional events sponsored by International), subject to funds being available.
4. Orientation and welcoming of new members shall be held at the discretion of the Membership Committee.
5. At the discretion of the incoming President, a ceremony of installation may be held for all incoming Chapter Officers at the Annual Meeting in June. The incoming President shall select an appropriate person to conduct the ceremony.
6. The retiring President shall be presented with a token of appreciation for services rendered.
7. The retiring Board of Directors shall meet with the incoming Board at the Summer Board Meeting held at the time and place designated by the new Board of Directors.

8. The Chapter may give a merit award to an outstanding IAAP Student Chapter Program student(s), if there is a Student Chapter sponsored by the Chapter. The amount of the award shall be included in the Chapter budget presented to membership for approval at the September meeting. The student(s) shall be invited to a Chapter meeting for presentation of the award.
9. Each officer and the Chairmen of Standing and Special Committees shall submit a written report on all activities. This report should be printed in the Chapter Newsletter preceding the Annual Meeting. A copy of all annual reports shall be sent to the Secretary to file with the minutes of the Annual Meeting.
10. All vouchers for expenses are to be signed by the Committee Chairman, or Chapter Officer, and submitted to the Treasurer, along with receipts for reimbursement. If committee expenses exceed 10% over the approved budget, membership approval must be obtained.
11. The Board of Directors may authorize the expenditure of up to \$250 for any single item not included in the annual budget, without membership approval. The total of such unbudgeted expenditures in any single year shall not exceed an amount equal to 10% of that year's annual budget. The Board shall report all such unbudgeted expenditures to the membership in the monthly Chapter Newsletters, including a statement of the expected benefit to the Chapter.

Any single unbudgeted item in excess of \$250 must be approved by the membership prior to any disbursement of funds. Once the annual spending limit of 10% of budget has been reached, all unbudgeted items will require membership approval prior to disbursement.

12. All new members, at the time of their welcoming, shall be given their choice of Committee on which they would like to serve.
13. a. If a Chapter member should perform exceptional service to the Chapter, or to IAAP, it shall be the discretion of the Board of Directors as to whether a gift will be given; funds for these will be taken from the Chapter treasury.
b. A Friendship Fund has been established consisting solely of donations from Chapter members, and is not a part of the Chapter treasury, to be used for the following purposes:

An appropriate memorial may be given in case of death of a Chapter member (such as a paver at Vista Grande Retirement Center), such memorial to be decided by the Board of Directors. In case of a death of a relative in the family of a Chapter member, an appropriate card will be sent to the Chapter member, spouse or children of the deceased.

An appropriate gift will be given to any Chapter member who suffers a serious illness; a gift may also be given in celebration upon the birth of a child, marriage of a Chapter member, or college graduation, etc.; the amount to be decided by the Board of Directors. Funds for the above items will be taken from the Friendship Fund.

14. Procedures may be adopted without previous notice by a majority vote at any meeting of the Chapter.
15. Procedures may be amended or rescinded:
 - (a) By a majority vote, provided the proposed amendments shall have been communicated to the members at least ten days prior to the meeting date or have been read at the previous regular meeting.
 - (b) By a two-thirds vote without previous notice.

Enactment: These Procedures and/or amendments thereto shall become effective upon adjournment of the meeting at which adopted, unless otherwise specified.

Approved by Division Bylaws and Standing Rules Committee: March 24, 2008
Amended by Chapter 11/12/06
Amended by Chapter 8/25/07
Amended by Chapter 1/17/2010