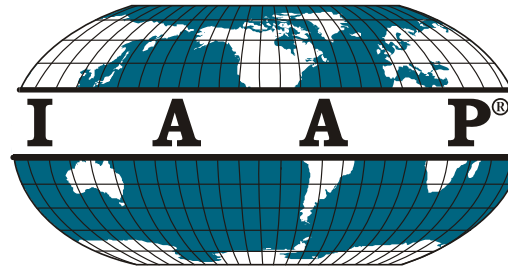


**TO: Division Officers and Chapter presidents  
Members at Large**



**International Association of  
Administrative Professionals®**

**In accordance with IAAP KENTUCKY DIVISION BYLAWS (ARTICLE X – AMENDMENTS, Section 2, Paragraphs A., B., and C. and Section 3, Paragraphs A., B., and C.) the following are the PROPOSED AMENDMENTS to the IAAP KENTUCKY DIVISION BYLAWS AND STANDING RULES to be presented for consideration and action by Division Officers and Chapter Delegates during the business session at the Kentucky Division Annual Meeting in Paducah, Kentucky, June 7, 2008.**

**KENTUCKY DIVISION BYLAWS AND STANDING RULES COMMITTEE**

**Wanda Hart CPS/CAP  
Laura Dziekonski  
Jo Stratton CPS/PRP**

**Chair  
Murray Chapter  
Member at Large**

## PROPOSED AMENDMENT #1

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

Resolved, That Article III, Section 5, Paragraph A, Subparagraph 3 be amended to require the appointment of a Members at Large (MAL) Liaison rather than for the appointment to be optional.

#### Present Wording

Section 5. Duties. A. The President shall:

3. Subject to the approval of the Board of Directors, appoint all Standing and Special Committees Chairs, Past Presidents Council Chair, a Historian, and a Parliamentary Advisor, unless otherwise specified, and may appoint a Members at Large Liaison.

#### Proposed Wording

Section 5. Duties. A. The President shall:

3. Subject to the approval of the Board of Directors, appoint all Standing and Special Committees Chairs, a Members at Large(MAL) Liaison, a Past Presidents Council Chair, a Historian, and a Parliamentary Advisor, unless otherwise specified., ~~and may appoint a Members at Large Liaison.~~

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** To provide for representation of Members at Large and to specify how such representation will be effected.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

## PROPOSED AMENDMENT #2

### ARTICLE IV. BOARD OF DIRECTORS

Resolved, That Article IV, Section 1 be amended to clarify that the Member at Large Liaison is a member of the Board of Directors.

#### Present Wording

##### Section 1. Composition

The Board of Directors shall consist of the Division Officers and Chapter Presidents of this Division and a Member at Large. 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.

#### Proposed Wording

##### Section 1. Composition

The Board of Directors shall consist of the Division Officers, ~~and Chapter Presidents, and a Member at Large.~~ Members at Large (MAL) Liaison of this Division, ~~and a Member at Large.~~ 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.

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** To clarify that the MAL Liaison is a member of the Board of Directors and to provide for Members at Large representation at Board of Directors meetings when the MAL Liaison is unable to attend.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

**PROPOSED AMENDMENT #3**

**ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES**

Resolved, That Article V, Section 2, paragraph C, Subparagraph 2 (a) be amended to provide for a postmark date of March 1 for qualifications and consent of proposed candidates.

**Present Wording**

- Section 2. Duties. C. Nominating Committee. 2. Duties.
- a. By November 1, the Nominating Committee shall notify all Chapter Presidents and Members at Large that any member may propose a candidate for Division office and that qualifications and consent of proposed candidates must be postmarked no later than January 10.
  - b. No change
  - c. No change

**Proposed Wording**

- Section 2. Duties. C. Nominating Committee. 2. Duties
- a. By November 1, the Nominating Committee shall notify all Chapter Presidents and Members at Large that any member may propose a candidate for Division office and that qualifications and consent of proposed candidates must be postmarked no later than ~~January 10~~ March 1.
  - b. No change
  - c. No change

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** The present date (January 10) was set when Kentucky Division Annual Meeting was held in May. Now that Annual Meeting is held in June, it is not necessary to have qualifications and consent in as early.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

**PROPOSED AMENDMENT #4**

ARTICLE V. COMMITTEES, COUNCILS, AND SPECIAL APPOINTEES

Resolved, That Article V, Section 6 be amended to clarify and specify the duties of the Members at Large (MAL) Liaison.

**Present Wording**

Section 6. Members at Large Liaison

As directed by the President or the Board of Directors, the Members at Large Liaison shall be responsible for routinely communicating with Members at Large, keeping them updated and informed.

**Proposed Wording**

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 ~~routinely communicating with Members at Large, keeping them updated and informed~~ ensuring that Division Members at Large (D-MALs) and Association Members at Large (A-MALs) living in Kentucky are kept updated and informed.

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** To clarify that the role of the MAL Liaison is to ensure that D-MALs and A-MALs are kept updated and informed, rather than requiring that the MAL Liaison do this personally, which could result in duplicate efforts. This clarification is necessary because of communication available on our web site.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

**PROPOSED AMENDMENT #5**

ARTICLE VI. MEETINGS

Resolved, That Article VI, Section 3 be amended to add the Members at Large (MAL) Liaison to as an ex officio member of the Annual Meeting delegate assembly with full voting privileges.

**Present Wording**

Section 3. Representation

The voting power of the members shall be exercised through properly accredited delegates to the Annual Meeting. Division Officers shall be ex officio members of the delegate assembly with full voting privileges.

**Proposed Wording**

Section 3. Representation

The voting power of the members shall be exercised through properly accredited delegates to the Annual Meeting. Division Officers and the Members at Large Liaison shall be ex officio members of the delegate assembly with full voting privileges.

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** To specify that the Members at Large (MAL) Liaison shall be an ex officio member of the Annual Meeting delegate assembly with full voting privileges.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

**PROPOSED AMENDMENT #6**

ARTICLE X. AMENDMENTS

Resolved, That Article X, Section 4 be amended to specify that Board action approving automatic grammatical, punctuation, and correlation corrections in the Bylaws and Standing Rules under this Section by any means other than an in-person Board meeting shall be submitted for Board ratification at its next meeting.

**Present Wording**

Section 4. Corrections  
Automatic grammatical, punctuation, and correlation corrections in the Bylaws and Standing Rules that in no way alter the intent of the respective Bylaw and/or Standing Rule shall be effected by the Bylaws and Standing Rules Committee with approval of the Board of Directors.

**Proposed Wording**

Section 4. Corrections  
Automatic grammatical, punctuation, and correlation corrections in the Bylaws and Standing Rules that in no way alter the intent of the respective Bylaw and/or Standing Rule shall be effected by the Bylaws and Standing Rules Committee with approval of the Board of Directors. If such Board approval is by mail, phone, fax, email, or any other type of electronic media, the action shall be submitted to the Board for ratification at its next meeting.

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** To specify that corrections made to the Kentucky Division Bylaws and Standing Rules under Section 4 and approved by the Board of Directors by any means other than at an in-person Board meeting shall be submitted for ratification at the next meeting of the Board of Directors.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

**PROPOSED AMENDMENT #7**

**STANDING RULES**

Resolved, That Standing Rule 11 be deleted in keeping with Amendment No. 6.

**Present Wording**

Standing Rules 11

11. Members at Large, preceding the opening of the Annual Meeting and Board of Directors meetings, shall be entitled to select from their Professional and Professional-Merited members one delegate to represent them at the Annual Meeting and Board of Directors meetings.

12-20

**Proposed Wording**

Standing Rule 11

Delete.

Renumber to 11-19

**SUBMITTED BY:** Kentucky Division Bylaws and Standing Rules Committee

**REASON:** In keeping with the provisions of Amendment No. 6.

**RECOMMENDATION:** The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.

PROPOSED AMENDMENT #8

STANDING RULES

Resolved, That Standing Rule 13, Paragraphs A, B, and C be amended to specify that the CPS, CAP, and Recertification Awards shall be presented at the Annual Meeting to those attaining the respective certification and recertification during the prior calendar year.

**Present Wording**

Standing Rules 13

- A. CPS Award--a Lamp of Learning to each IAAP member attaining the CPS certification, as announced by the Institute for Certification, during the current IAAP fiscal year.
- B. CAP Award--to each IAAP member attaining the CAP certification, as announced by the Institute for Certification, during the current IAAP fiscal year.
- C. Recertification Award--to each IAAP member attaining recertification as announced by the Institute for Certification.

**Proposed Wording**

Standing Rule 13

- A. CPS Award--a Lamp of Learning to each IAAP member attaining the CPS certification, as announced by the Institute for Certification, during the ~~current IAAP fiscal~~ prior calendar year.
- B. CAP Award--to each IAAP member attaining the CAP certification, as announced by the Institute for Certification, during the ~~current IAAP fiscal~~ prior calendar year.
- C. Recertification Award--to each IAAP member attaining Recertification, as announced by the Institute for Certification during the prior calendar year.

SUBMITTED BY: Kentucky Division Bylaws and Standing Rules Committee

REASON: Since the results for the May testing are often not received in time to recognize members who attained Certification, there is sometimes confusion regarding which members have, and which have not, been presented award(s). The same problem exists for those recertifying in May and June. To set a standard, it is proposed that all members attaining certification or recertifying in the prior calendar year be recognized at Annual Meeting of the next year.

RECOMMENDATION: The Kentucky Division Bylaws and Standing Rules Committee recommends adoption.