

TO: Division and Chapter Presidents
Chapters-at-Large
Affiliates
Board of Directors
RTF Board of International Trustees
Parliamentarian

These Proposed Bylaws and Standing Rules Amendments are available in the IAAP Web Community, community.iaap-hq.org.

AND FOR DISTRIBUTION AT THE INTERNATIONAL EDUCATION FORUM AND ANNUAL MEETING
TO: Members and Affiliates



In accordance with IAAP INTERNATIONAL BYLAWS (ARTICLE XIX—AMENDMENTS, Section 1., 2. and 3.) the following are the PROPOSED AMENDMENTS to the IAAP INTERNATIONAL BYLAWS AND STANDING RULES to be presented for consideration and action by Chapter, Division, and International Association Delegates during the business session at the International Education Forum and Annual Meeting in Minneapolis, MN, July 26–29, 2009.

INTERNATIONAL BYLAWS AND STANDING RULES COMMITTEE

Melynda P. Porgés CPS/CAP	Chair
Linda M. Cann CPS	Canada
Wendy S. Melby CPS/CAP	Great Lakes
Cheryl C. Mart	Northeast
Barbara J. Abrahamsen CPS	Northwest
Mary E. Stuckey CPS/CAP	Southeast
Debbie Austin CPS/CAP	Southwest

PROPOSED AMENDMENT 1

ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 8-08/2

Amend ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 2. by adding “Effective January 1, 2010,” to the beginning paragraph and striking the amounts in columns 1. and 2. and inserting new amounts in columns 1. and 2.

Present Wording

Section 2. Annual Dues. Members shall submit annual dues based on their classification of membership as specified in this section.

	1.	2.
A. Professional member	\$ 58	\$ 78
B. Professional-Merited member	\$ 26	\$ 46
C. Student member	\$ 24	\$ 44
D. Associate member	\$155	\$175

1. Any member who resides in the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.
2. Any member who resides outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.

Proposed Wording

Section 2. Annual Dues. Effective January 1, 2010, members shall submit annual dues based on their classification of membership as specified in this section.

	1.	2.	1.	2.
A. Professional member	\$ 58	\$ 78	<u>\$ 83</u>	<u>\$103</u>
B. Professional-Merited member	\$ 26	\$ 46	<u>\$ 50</u>	<u>\$ 70</u>
C. Student member	\$ 24	\$ 44	<u>\$ 50</u>	<u>\$ 70</u>
D. Associate member	\$155	\$175	<u>\$180</u>	<u>\$200</u>

1. Any member who resides in the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.
2. Any member who resides outside the United States, its territories, Puerto Rico, the Virgin Islands of the United States, or Canada.

Submitted by: The International Board of Directors

Reason: IAAP has a critical need for a significant dues increase that will ensure the long-term health of the association. A dues increase has not been approved in three years and dues have increased only \$10 over the last 10 years. While many cost-saving measures have been implemented, technology advances and other demands on IAAP’s budget have challenged our ability to stay competitive in today’s business climate. The International Board has a fiduciary responsibility to recommend this dues increase and has done significant research in coming to this conclusion. Here are some primary points in favor of a dues increase:

- Despite cost reductions, available cash reserves at the end of calendar year 2008 were precariously low and some payments were delayed.
- The increase is necessary to maintain and improve member services and support to chapters and divisions. Many of IAAP’s strategic efforts will need to be delayed or even eliminated if a dues increase is not approved.
- Total financial reserves are at least \$400,000 below where they should be according to industry standards and this makes IAAP vulnerable to any unexpected loss or dramatic downturn in revenues.
- The total impact of the chapter online join project was an unbudgeted expense of \$70,000 for the current fiscal year, which has further eroded those reserves.
- The increase will not take effect until January 1, 2010 to provide preparation time for members and to allow modified forms and information to be distributed.

PROPOSED AMENDMENT 1 (continued)

The International Board is deeply concerned about the effects of the economic downturn on members. However, this uncertain environment is the very reason that IAAP needs to remain a strong and progressive association; an association which continues to support members by providing a vast network, knowledge/information and other programs and services which are of significant value to employers and to those individuals who sacrifice to pay their own dues.

Even with the proposed increase, IAAP remains an excellent value; its dues are still comparable to or lower than many associations which provide similar services.

Please be assured that the International Board and headquarters staff are committed to the continued close management of our costs and budget in a prudent and reliable manner.

This is a key and decisive moment in IAAP's history and will be measured by the will and strength of its leadership to step forward and provide the resources that will enable the association to survive and succeed when the profession needs it the most.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

PROPOSED AMENDMENT 2

ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 8-08/2

Amend ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 1. by deleting it in its entirety and inserting a new Section 1.

Present Wording

Section 1. Processing Fee. All new members except Student members and Affiliate Associations and/or units, \$15.

Proposed Wording

- (1) ~~**Section 1.** Processing Fee. All new members except Student~~
(2) ~~members and Affiliate Associations and/or units, \$15. Processing fees.~~
(3) All new members, \$15.

Submitted by: The International Board of Directors

Reason: Because the processing procedures are the same for all new members, the processing fee should be the same, regardless of membership classification.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

PROPOSED AMENDMENT 3

ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 8-08/2

Amend ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 3. by changing \$130 to \$155.

Present Wording

Section 3. Annual Affiliate Fees. Affiliate Autonomous Associations and/or units of such association shall submit an annual fee of \$130 in accordance with procedures approved by the International Board of Directors.

Submitted by: The International Board of Directors

Reason: The IAAP International Board is recommending raising the dues for all classifications this year and this increase is in accordance with the other recommended Bylaws proposals. This increase keeps Affiliate Autonomous Associations in line with IAAP Annual Dues.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

Proposed Wording

- (1) **Section 3.** Affiliate Autonomous Associations and/or units of such
- (2) association shall submit an annual fee of ~~\$130~~ \$155 in accordance
- (3) with procedures approved by the International Board of Directors.
- (4)

PROPOSED AMENDMENT 4

ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 8-08/2

Amend ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 4. Paragraphs A. and C. by moving “in accordance with procedures approved by the International Board of Directors” from Paragraphs A. and C. to Section 4. opening, and changing the word “due” to “membership renewal” in Paragraph B.

Present Wording

- Section 4.** Renewal of Membership. Membership shall be renewed each year by the payment of International dues and applicable Division and Chapter dues. (1)
- A. Headquarters shall send notices of dues renewal to all members in accordance with procedures approved by the International Board of Directors. (2)
- B. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due date. (3)
- C. Applicable Division and Chapter dues will be transmitted by Headquarters to the respective units in accordance with procedures approved by the International Board of Directors. (4)
- A. Headquarters shall send notices of dues renewal to all members in accordance with procedures approved by the International Board of Directors. (5)
- B. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due date. (6)
- C. Applicable Division and Chapter dues will be transmitted by Headquarters to the respective units in accordance with procedures approved by the International Board of Directors. (7)
- A. Headquarters shall send notices of dues renewal to all members in accordance with procedures approved by the International Board of Directors. (8)
- B. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due date. (9)
- C. Applicable Division and Chapter dues will be transmitted by Headquarters to the respective units in accordance with procedures approved by the International Board of Directors. (10)
- A. Headquarters shall send notices of dues renewal to all members in accordance with procedures approved by the International Board of Directors. (11)
- B. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due date. (12)
- C. Applicable Division and Chapter dues will be transmitted by Headquarters to the respective units in accordance with procedures approved by the International Board of Directors. (13)

Proposed Wording

- Section 4.** Renewal of Membership. Membership shall be renewed each year by the payment of International dues and applicable Division and Chapter dues in accordance with procedures approved by the International Board of Directors.
- A. Headquarters shall send notices of dues renewal to all members ~~in accordance with procedures approved by the International Board of Directors.~~
- B. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty days of due membership renewal date.
- C. Applicable Division and Chapter dues will be transmitted by Headquarters to the respective units ~~in accordance with procedures approved by the International Board of Directors.~~

Submitted by: The International Board of Directors

Reason: These proposed changes are to better organize this particular section. “Membership renewal” was added to acknowledge a specific date for renewal.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

PROPOSED AMENDMENT 5

ARTICLE VIII— INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES page 8-08/3

Amend ARTICLE VIII, INTERNATIONAL OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM, AND DUTIES Section 3. Paragraph B. Subparagraph 2. by deleting the transition language “Beginning in 2006,” “Beginning in 2007,” “In 2006, the Canada, Great Lakes, and Southeast District Directors shall be elected to a one-year term.” and amend Section 4. Paragraph B. by deleting the sentence “In 2006 and 2007, District Directors that have served one one-year term shall be eligible to run for one two-year term.”

Present Wording

Section 3. Nomination and Election.

- B. Election. Election shall take place as follows, except as provided for in Article XIII.
2. Beginning in 2006, elections for the Northwest, Southwest, and Northeast District Directors shall be conducted at Conventions held during even numbered years. Beginning in 2007, elections for the Canada, Great Lakes, and Southeast District Directors shall be conducted at Conventions held during odd numbered years. In 2006, the Canada, Great Lakes, and Southeast District Directors shall be elected to a one-year term. Directors shall be elected by ballot by a majority vote of the Delegates and International Officers from their respective Districts voting at Convention.

Section 4. Term of Office.

- B. District Directors shall serve for two years or until their successors are elected, and their term of Office shall begin at the close of the Convention at which they are elected. District Directors shall serve no more than one two-year term. In 2006 and 2007, District Directors that have served one one-year term shall be eligible to run for one two-year term.

Submitted by: The International Board of Directors

Reason: This proposed change will eliminate the transition language from these sections which are no longer needed or applicable.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

Proposed Wording

Section 3. Nomination and Election.

- B. Election. Election shall take place as follows, except as provided for in Article XIII.
2. ~~Beginning in 2006,~~ Elections for the Northwest, Southwest, and Northeast District Directors shall be conducted at Conventions held during even numbered years. ~~Beginning in 2007,~~ Elections for the Canada, Great Lakes, and Southeast District Directors shall be conducted at Conventions held during odd numbered years. ~~In 2006, the Canada, Great Lakes, and Southeast District Directors shall be elected to a one-year term.~~ Directors shall be elected by ballot by a majority vote of the Delegates and International Officers from their respective Districts voting at Convention.

Section 4. Term of Office.

- B. District Directors shall serve for two years or until their successors are elected, and their term of Office shall begin at the close of the Convention at which they are elected. District Directors shall serve no more than one two-year term. ~~In 2006 and 2007, District Directors that have served one one-year term shall be eligible to run for one two-year term.~~

PROPOSED AMENDMENT 6

ARTICLE XIII— MEETINGS, page 8-08/5

Amend ARTICLE XIII—MEETINGS, Section 3. Paragraph E. deleting it in its entirety and inserting a new Section 3. Paragraph E.

Present Wording

Section 3. Representation. The voting membership of IAAP District/Regional Conferences and Convention shall be:

E. Association Members at Large— elect one delegate and one alternate from and by those Association Members at Large at Convention, provided that five (5) or more Association Members at Large are registered.

Proposed Wording

(1) **Section 3.** Representation. The voting membership of IAAP
(2) District/Regional Conferences and Convention shall be:

(3) E. Association Members at Large
(4) 1. A meeting for Members at Large attending Convention shall be
(5) held in advance of the first business session.
(6) 2. The Members at Large meeting shall be authorized to elect
(7) one delegate and one alternate from among those Members at
(8) Large registered for Convention provided that at least five (5)
(9) Members at Large registered for Convention and are in
(10) attendance.
(11) 3. The delegate and alternate shall be determined by a single
(12) vote. The candidate receiving the largest number of votes shall
(13) be the delegate and the candidate receiving the next largest
(14) number of votes shall be the alternate.

Submitted by: International Board of Directors

Reason: This proposed change will bring the election process for the Members at Large (MAL) Delegate in line with *Roberts Rules of Order*.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

PROPOSED AMENDMENT 7

GLOBAL INTERNATIONAL BYLAWS CHANGE

Strike the word “Convention” each time it appears in IAAP’s International Bylaws and insert the words “Annual Meeting” in its place.

Present Wording

ARTICLE XIII— MEETINGS

There shall be an annual Convention to conduct the business of the Association, and such other workshops, seminars, or forums as approved by the Board of Directors to support the objectives of IAAP. There may be District/Regional Conferences.

Submitted by: International Board of Directors

Reason: IAAP has changed the name of this annual event and this change corrects the language in the International Bylaws.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.

Proposed Wording

(1) ARTICLE XIII— MEETINGS

(2) There shall be an ~~annual Convention~~ Annual Meeting to conduct the
(3) business of the Association, and such other workshops, seminars, or
(4) forums as approved by the Board of Directors to support the objectives
(5) of IAAP. There may be District/Regional Conferences.

PROPOSED AMENDMENT 8

ARTICLE VI— MEMBERSHIP, page 8-08/1

Amend ARTICLE VI— MEMBERSHIP, Section 1. by adding a new membership classification and adding a new Paragraph E. for new membership qualification.

Present Wording

Section 1. Classifications and Qualifications. There will be four classifications of membership: Professional, Professional-Merited, Student, and Associate.

E. None

Proposed Wording

(1) **Section 1.** Classifications and Qualifications. There will be ~~four~~ five
(2) classifications of membership: Professional, Professional-Merited,
(3) Student, Associate and Institutional Group.

(4) **E.** Institutional Group membership shall be in the name of the
(5) institution and consisting of a minimum of 5 representatives who
(6) meet all the qualifications of a professional member (see A) and
(7) are employed by federal, state, municipality or other institution
(8) which prohibit payment of membership fees in the name of an
(9) individual. Representatives shall have the rights and privileges of
(10) full participation at all levels of IAAP for which applicable dues and
(11) fees have been paid. Representatives are updated on an annual
(12) basis at the time of renewal.

ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), page 8-08/2

Amend ARTICLE VII— INTERNATIONAL DUES AND FEES (Payable in U.S. Funds), Section 2. by adding a new Paragraph E.

Section 2. Annual Dues. Members shall submit annual dues based on their classification of membership as specified in this section.

E. None
1. 2.

(1) **Section 2.** Annual Dues. Members shall submit annual dues based on
(2) their classification of membership as specified in this section.

(3) 1. 2.
(4) **E.** Institutional Group membership \$300 \$400
(5) Additional group members may be
(6) added to annual group fees at a
(7) rate of \$60 (1) and \$80 (2) per
(8) person.

Submitted by: LaVonne Goldschmidt CPS/CAP, Athens Chapter, Georgia Division

Reason: To add a new class of member to include a group of members in the name of their organization (one membership with 5 representatives) with the capacity to add additional members over the base membership for a fee.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee do not recommend adoption.

STANDING RULES PROPOSED AMENDMENT 1

GLOBAL STANDING RULES CHANGE

Strike the word “Convention” each time it appears in IAAP’s International Standing Rules and insert the words “Annual Meeting” in its place.

Present Wording

1. Candidates for International Office or Trustee shall be registered for and attend, except for emergency situations as determined by the Chairman of the Committee on Nominations and the International President, the Convention at which such member is a candidate for election.

Proposed Wording

- (1) 1. Candidates for International Office or Trustee shall be registered
(2) for and attend, except for emergency situations as determined by
(3) the Chairman of the Committee on Nominations and the
(4) International President, the ~~Convention~~ Annual Meeting at which
(5) such member is a candidate for election.

Submitted by: International Board of Directors

Reason: IAAP has changed the name of this annual event and this change corrects the language in the International Standing Rules.

Recommendation: The International Board of Directors and International Bylaws and Standing Rules Committee recommend adoption.