

**ARIZONA-NEVADA-NEW MEXICO DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®**

B Y L A W S

ARTICLE I - NAME

- A. The name of this Division shall be the Arizona-Nevada-New Mexico Division, International Association of Administrative Professionals® (IAAP).

ARTICLE II – MEMBERSHIP AND DUES

Section 1. Membership. There shall be four (4) classifications of membership, as provided in the International Bylaws Article VI. Associate Members shall have all the rights and privileges of Professional Members, except that they may not serve as a Division Officer and they may not vote.

- A. Chapter Members:

1.	Professional Members	\$ 15.00
2.	Professional Merited Members	8.00
3.	Student Members	8.00
4.	Associate	(As Rebated by Headquarters)

- B. Division Members-at-Large:

1.	Professional Members	\$ 21.00
2.	Professional Merited Members	15.00
3.	Student Members	15.00
4.	Associate	(As Rebated by Headquarters)

Section 2. Renewal. All renewal dues must be submitted to International Headquarters. Membership shall be forfeited if dues are not paid within thirty (30) days of the due date, after the membership renewal date.

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

Section 1. Officers. Division Officers shall be: a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

Section 2. Qualifications.

- A. A candidate for office shall have been a Professional Member for at least two (2) years prior to the time of nomination, shall have served as a chapter officer or chairman of an International or Division committee, and shall be employed at the time of election in accordance with the IAAP definition of an Administrative Professional.
- B. A candidate for the office of President shall have served as an officer of this Division for at least one (1) full term prior to the time of election.

Section 3. Nomination and Election.

- A. Any chapter, by vote of its membership, may nominate its professional members as candidates for a Division office. No more than two (2) members from the same chapter shall serve as members on the Division Board at the same time.
- B. A chapter may nominate one (1) of its Professional Members from the floor at the Annual Meeting, provided a resume of qualifications has been submitted and approved by the Committee on Nominations prior to the nomination being made, and the candidate's written consent to serve has been received by the Committee on Nominations. Such nomination from the floor must receive two (2) seconds. A resume of qualifications must be provided for each Division Officer and Chapter Delegate at the Annual Meeting.
- C. A Division Member-at-Large Delegate may nominate a Professional Division Member-at-Large candidate from the floor, provided a resume of qualifications has been submitted and approved by Committee on Nominations prior to the nomination being made and the candidate's written consent to serve has been received by the Committee on Nominations. If there is no Division Member-at-Large Delegate, then another Chapter Delegate

may nominate the Division Member-at-Large candidate. Such nomination from the floor must receive two (2) seconds. A resume of qualifications must be provided for each Division Officer and Chapter Delegate at the Annual Meeting.

- D. Officers shall be elected by ballot at the Annual Meeting, except that if there is but one (1) candidate for each office, the officers may be elected viva voce.
- E. In the event no candidate receives a majority vote, all but the two (2) highest for the office shall be eliminated and the balloting continued. If the vote remains a tie after the second (2) ballot, the election shall be decided by lot. The Committee on Nominations will determine the lot.

Section 4. Term of Office. Newly elected Officers shall assume office at the beginning of the new fiscal year (July 1) following the Annual Meeting and shall serve terms as follows:

- A. The term of office shall coincide with the fiscal year of IAAP, July 1 through June 30.
- B. Division Officers shall serve no more than two (2) consecutive terms in the same office.
- C. Any Officer serving six (6) months or more in an office to which he/she has been elected or appointed shall be deemed to have served one (1) term.
- D. No member shall hold more than one (1) Division office at a time. No member shall serve on an International committee while serving as a Division Officer.
- E. Changes in the employment status of any Division Officer during a term of office shall not affect the member's status as an officer.

Section 5. Duties. Division Officers shall be obligated to uphold and represent the interests of IAAP and the profession as a whole.

- A. The President shall:
 - (1) Perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by IAAP.
 - (2) Preside at all meetings of the Division and the Board of Directors.
 - (3) Serve as the official representative of the Division.
 - (4) Subject to the approval of the Board of Directors, appoint and remove the chairman of all standing committees, the chairman and members of special committees, select the Parliamentarian or Parliamentary Advisor, and implement the Board Contact Program for standing and special committees and chapters, unless otherwise specified.
 - (5) Be a member ex officio of all committees except the Committee on Nominations and Audit Committee.
 - (6) Call meetings of the Board of Directors whenever meetings are deemed necessary.
 - (7) Keep the International Southwest District Director fully informed on all matters concerning the Division.
 - (8) Be authorized to sign checks. The office of President shall be bonded, with premium for bond paid from Division funds.
 - (9) Serve as board contact for the Annual Meeting and act as liaison between the Division Board of Directors and the Host Chapter(s).
 - (10) Prepare the Division history (a summary of activities, accomplishments, and events of historical nature) for the term of the office for distribution to Division members via Chapter Presidents, and to Division Members-at-Large via the new Division President, no later than 90 days following the Annual Meeting. The original shall be forwarded to the successor for permanent file.
 - (11) Perform such other duties as may be assigned by the Division Board of Directors.
- B. The President-Elect shall:
 - (1) Automatically succeed to the office of President upon conclusion of the term of office of President-Elect, except as otherwise provided in Article IV, Section 6.B.

- (2) In the absence of the President, serve as presiding officer at all Division meetings or meetings of the Board of Directors.
- (3) Assist the President in the performance of the duties of office.
- (4) In the event of vacancy in the office of President, succeed to the office for the unexpired term.
- (5) Plan and coordinate the Leadership Workshop to be held during the Annual Meeting.
- (6) Serve as the Board contact for the Division Members-at-Large.
- (7) Serve as the Board contact to the New Chapter Builder Committee Chairman, working on behalf of the Division in the creation of new chapters.
- (8) Perform such other duties as may be assigned by the Board of Directors.

C. The Vice President shall:

- (1) Be responsible for publication of the Division Newsletter.
- (2) Prepare Annual Meeting courtesy resolutions.
- (3) In the absence of the President and President-Elect, serve as presiding officer at all Division meetings or meetings of the Board of Directors.
- (4) Perform such other duties as may be assigned by the Board of Directors.

D. The Secretary shall:

- (1) Be responsible for maintaining and distributing accurate minutes of all Division meetings, Board of Directors meetings, as well as interim reports based on Board of Directors decisions voted by mail, by fax, by electronic mail, or by conference call.
- (2) Give written notice of the Annual Meeting and any Special Meetings as required in Article VII.
- (3) Be responsible for maintaining and distributing Annual Meeting and Special Meeting minutes according to Standing Rule 19 after approval by the Special Committee appointed by the President.
- (4) Have available at all meetings up-to-date copies of International and Division Bylaws and Standing Rules.
- (5) Conduct the general correspondence of the Division under the supervision of the Board of Directors.
- (6) Shall maintain records of the Annual Meeting as part of the permanent records of the Division.
- (7) Attest all documents required for execution by the President.
- (8) Perform such other duties as may be assigned by the Board of Directors.

E. The Treasurer shall:

- (1) Have custody of all Division funds, which shall be deposited in a federally insured financial institution, and be responsible for all financial records of the Division.
- (2) Be authorized to sign checks. The office of Treasurer shall be bonded, with premium for bond paid from Division funds.
- (3) Be responsible for making disbursements by check as authorized either by specific action or by the budget, which is to be adopted and administered by the Board of Directors.
- (4) Keep complete and accurate records of chapter membership and the Division Members-at-Large.
- (5) Disseminate, at the Annual Meeting, membership statistics by chapters including Division Members-at-Large, as of April 30 of the current year.

- (6) Make the records of the Treasurer open to inspection at all times by the Board of Directors or by the chapters, through the chapter treasurer, and available for audit in accordance with the provisions of Article VIII of these Bylaws.
- (7) Act as the Budget Chairman and be responsible, through the Board of Directors, for the Division budget.
- (8) Prepare a proposed Division budget for review and approval by the Division Board by July 31 of each year. Approved budget is to be disseminated to the members by September 15 of each year.
- (9) Disseminate unaudited financial statements to Division members with each issue of the Division Newsletter and at the Annual Meeting.
- (10) Perform such other duties as may be assigned by the Board of Directors.

Section 6. Vacancy. In the event of a vacancy in the office of:

- A. President: The President-Elect shall succeed to the office of President for the unexpired term and shall continue in the Office of President for the following term.
- B. President-Elect: The Board of Directors may appoint the Vice President as Acting President-Elect for the unexpired term. The Acting President-Elect shall not automatically succeed to the office of President for the following term, but shall be eligible to seek election to the office of the President.
- C. Any Other Office: The Board of Directors may appoint a member to fill that office for the unexpired term.

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the Division and have the authority to act on any and all matters between Annual Meetings or Special Meetings, other than amending the Bylaws and Standing Rules.

Section 1. Composition. The Officers of this Division shall be the Board of Directors.

Section 2. Duties.

- A. The Board of Directors may transact business in person, by mail, fax, electronic mail, or conference call. For adoption, any business shall require a majority vote of the Board of Directors.
- B. The Board of Directors shall have the authority to enter into contracts and agreements. This authority shall be exercised only by the Board of Directors or upon its delegation.
- C. The Board of Directors shall adopt an annual budget and shall arrange for an annual audit of the financial records of the Division.
- D. The Board of Directors may, by a majority vote of its membership, remove any officer for misconduct or neglect of duty. The Board of Directors shall request in writing the resignation of such officer from the respective office. If such resignation is not received by the Board of Directors within ten (10) days after such resignation has been requested, the Board of Directors is empowered to, and shall thereupon declare, such office vacant and such office shall be filled in accordance with the provisions of Article IV.6.
- E. The President, with the approval of the Board of Directors, may declare a committee chairmanship or committee membership vacant because of nonperformance of duties and may appoint a successor.
- F. The Board of Directors shall serve as officers for all Division members and members at large. Each member of the Board of Directors shall serve as board contact for Division committees, chapters, and the Division Members-at-Large as assigned by the President and approved by the Board of Directors. The Board Contact will serve as liaison between committees, chapters, Division Members-at-Large, and the Board of Directors.

Section 3. Meetings. The Board of Directors shall meet as required to adequately conduct the business of the Division. At least two (2) meetings shall be held each year, with time and place to be designated by the President or a majority of the Board of Directors.

Section 4. Quorum. The quorum for any meeting of the Board of Directors shall be a majority.

ARTICLE V - COMMITTEES

Section 1. Standing Committees. Standing committees shall be composed of a chairman and as many members as necessary. Appointments shall become effective July 1 for a term of one (1) year ending June 30.

Section 2. Duties. Standing committees and their duties shall be as follows:

- A. The *AUDIT COMMITTEE* shall be responsible for auditing the books and financial records of both the Annual Meeting and the Division in accordance with Article VIII of these Bylaws.
- B. The *BYLAWS AND STANDING RULES COMMITTEE*:
- (1) Shall maintain conformity in Division Bylaws and Standing Rules with the International Bylaws and Standing Rules.
 - (2) Shall by December 15, notify chapters and Division Members-at-Large of the March 1 deadline for submitting proposed amendments to these Bylaws and Standing Rules with submission to each member of the Division committee.
 - (3) Shall edit and/or correlate all proposed amendments to these Bylaws and Standing Rules and submit them together with the committee's recommendations and the reasons for the recommendations to the Board of Directors, the chapters and Division Members-at-Large by April 1.
 - (4) May propose amendments to these Bylaws and Standing Rules.
 - (5) Shall submit Division Bylaws and Standing Rules and/or amendments to the District Representative and the Chairman of the International Bylaws and Standing Rules Committee for approval as amended or at least every four years.
 - (6) Shall approve Chapter Bylaws and Standing Rules as amended or at least every four (4) years.
 - (7) May assist the Board of Directors in preparing and submitting amendments and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.
- C. The *CERTIFICATION COMMITTEE* shall stimulate interest and encourage participation in the Certification programs.
- D. The *COMMITTEE ON NOMINATIONS*:
- (1) Shall by November 1, notify all chapter presidents and Division Members-at-Large that names and qualifications of candidates for Division office must be submitted no later than March 1.
 - (2) Shall review the qualifications of all candidates for office.
 - (3) Shall notify the Board of Directors, chapter presidents, and Division Members-at-Large of the names and qualifications of all candidates for each Division office by April 15 via the newsletter.
- No committee members shall be a Division officer and no two (2) members shall be from the same chapter.
- E. The *RETIREMENT TRUST FOUNDATION COMMITTEE*:
- (1) Shall promote interest in the International Association of Administrative Professionals Retirement Trust Foundation on a division-wide basis.
 - (2) Assist the Chapters in planning activities to promote the Retirement Trust Foundation.
- F. The *MEMBERSHIP COMMITTEE*:
- (1) Be responsible for corresponding with persons inquiring about membership in IAAP and forwarding a copy of the correspondence to the appropriate chapter president(s).
 - (2) Provide the Division President with a copy of all correspondence sent to prospective members.
 - (3) Forward a list to the Division President-Elect of those persons inquiring about membership who live outside a chapter area.
 - (4) Perform such other membership-related duties as may be assigned by the Board of Directors.

Section 3. Special Committees. Special committees shall be appointed by the President following approval by the Board of Directors.

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

ARTICLE VI - MEETINGS

Section 1. Scheduling. The Division shall hold an Annual Meeting in May or June of each year on the dates designated by the Host Chapter and approved by the Division Board of Directors. The location shall be selected in accordance with Standing Rule 21A.

Section 2. Notification. The Secretary shall notify all chapter presidents and Division Members-at-Large of the time and place of the Annual Meeting by March 1.

Section 3. Representation. The voting power of the members shall be exercised at Annual Meeting by:

- A. Properly accredited delegates to the Annual Meeting. Each chapter shall have the right to select one (1) Delegate and one (1) Alternate to the Annual Meeting. Each Delegate shall be fully authorized to cast a vote on behalf of the chapter on all matters voted on at the meeting.
- B. Division officers. As ex-officio members to the delegate assembly, Division Officers shall have full voting privileges. No Division officer shall be a Chapter Delegate.
- C. Division Member-at-Large Delegate. Division Members-at-Large shall be entitled to assemble preceding the Annual Meeting to select one (1) Delegate and one (1) Alternate to represent them. If only one (1) Division Member-at-Large is in attendance, that member may serve as Delegate. Such Delegate shall be authorized to cast the vote of the Division Members-at-Large on all matters voted on at the Annual Meeting.
- D. Proxy. Those chapters who do not have a Delegate in attendance may vote by proxy.
 - (1) A proxy may be granted to a Chapter or any Division Officer who is unable to attend the Annual Meeting. A proxy granted to a Division Officer shall be processed in the same manner as provided for in this Section.
 - (2) A written proxy shall be authorized by a Chapter or Division Officer unable to attend the Annual Meeting. A chapter's proxy shall be executed by its president and secretary with a postmark, e-mail containing date and time stamp, or dated fax no later than ten (10) days prior to the date of the Annual Meeting. A Division Officer's proxy shall be executed by the Division President and Division Secretary with a postmark, e-mail containing date and time stamp, or dated fax no later than ten (10) days prior to the date of the Annual Meeting.
 - (3) A Division Officer or Chapter Delegate in attendance at the Annual Meeting may cast an executed proxy. Or, an executed proxy may be mailed, e-mailed, or faxed directly to the Credentials Committee, with a postmark or date stamped no later than ten (10) days prior to the date of the Annual Meeting. In the event an executed proxy is mailed, e-mailed, or faxed to the Credentials Committee, it will be the Committee's responsibility to verify the receipt date of the executed proxy before casting.
 - (4) Ballots for executed proxies will be given to the casting Division Officer or Chapter Delegate by the Chairman of the Credentials Committee at the time ballots are distributed to other Division Officers and Chapter Delegates.
 - (5) Proxy voting shall be limited to the election of Division Officers and selection of the Annual Meeting site.
- E. Any Division committee chairman or representative of that committee required to make an official report to the assembly shall be a member of the Annual Meeting for the purpose of reporting and moving adoption of such report, but shall not, unless a delegate, have voting privileges.

Section 4. Business.

- A. The Division's Delegate and Alternate to the International Education Forum and Annual Meeting and District Conference shall be selected by the newly elected Board of Directors and announced at the Annual Meeting.
- B. The Division Officers shall be installed at the Annual Meeting.

Section 5. Special Meetings. Special meetings may be called by the Board of Directors or by one-third (1/3) of the chapters of the Division whenever deemed necessary to the welfare of the Division, provided notice specifying the principal business of the meeting is given to all members at least thirty (30) days prior to the date of the Special Meeting.

Section 6. Cancellation. In case of state or national emergency, the Board of Directors may cancel any Annual Meeting or any special meeting. Members shall be notified of such cancellation. Should any cancellation disrupt an election, such election shall be conducted by mail.

Section 7. Quorum. A quorum for the Annual Meeting or any Special Meeting shall be the accredited Delegates from a majority of the chapters within the Division and at least three (3) officers of the Division.

ARTICLE VII - AUDIT

Section 1. The Board of Directors shall appoint qualified persons to act as the Audit Committee for the Division. Audits to be performed include the year-end audit of the Division treasury, the annual meeting audit, and an audit of the Division financial records should a vacancy occur in that office. Final audit reports shall be sent to the Board of Directors for its review.

Section 2. The audit of the Division financial records and the Annual Meeting records shall be conducted within 60 days of the close of the fiscal year and within 60 days of the close of the Annual Meeting, respectively. The written report shall be sent to the Board of Directors for review and inclusion in the first issue of the Division newsletter. Chapter Presidents shall give written notice to the Division President of approval of the audit by October 31.

Section 3. Vacancy in the Office of Treasurer. Should a vacancy occur in the office of Treasurer, an audit shall be made of the financial records within fourteen (14) days after receiving the records and in accordance with Standing Rule 13. The written report shall be forwarded to the Board of Directors for review and inclusion in the upcoming issue of the Division newsletter. Chapter Presidents shall give written notice to the Division President of approval of the audit by the end of the following month after receipt of the report.

ARTICLE VIII - DISSOLUTION

In the event of dissolution, abandonment, or termination of the Division, no income, contributions or other revenue or funds shall inure to the benefit of any individual or non-affiliated group, and all assets then possessed by the Division, after current indebtedness has been paid, shall be delivered forthwith to such part of IAAP as is designated by a majority vote of the Division membership upon recommendation by the Board of Directors based on need at the time of dissolution.

All Division records and property shall be surrendered to IAAP Headquarters.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, in the latest edition, shall govern the Division in all cases to which it can be applied and in which it is not inconsistent with the International Bylaws, Standing Rules, or special rules of order of the Division.

ARTICLE X - AMENDMENTS

Section 1. Bylaws Amendments. These Bylaws may be amended by any of the following methods.

- A. By a two-thirds (2/3) vote at the Division Education Forum and Annual Meeting or any Special Meeting provided that copies of the proposed amendments have been mailed or emailed in accordance with Article VI.2B(3) of these Bylaws.
- B. By a four-fifths (4/5) vote at the Annual Meeting or any Special Meeting provided that copies of the proposed amendments have been distributed to the Delegates, Division officers, and Bylaws and Standing Rules Committee at least one (1) meeting of the session prior to taking the vote.
- C. By unanimous vote if not distributed previously as required in A and B of this section.
- D. By referendum. A referendum may be ordered by a two-thirds (2/3) vote of the Board of Directors or by a majority of the chapters. An affirmative vote by a majority of the votes cast by the Chapter and Division Officers shall be necessary for adoption.

Section 2. Standing Rules Amendments. Standing Rules may be adopted, amended or rescinded at the Annual Meeting or any Special Meeting by any of the following methods:

- A. By a majority vote, provided previous notice has been mailed in accordance with Article VI.2B(3) of these Bylaws.
- B. By a two-thirds (2/3) vote, provided copies of the proposed amendments have been distributed to the Delegates, Division Officers, and Bylaws and Standing Rules Committee at least one (1) meeting of the session prior to taking the vote.
- C. By a four-fifths (4/5) vote, if not distributed previously as required in A and B of this section.

Section 3. Corrections. Automatic grammatical, punctuation, and correlation corrections in these Bylaws and Standing Rules, which in no way alters the intent of the respective Bylaws or Standing Rules shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Board of Directors.

Section 4. Editing Changes. Editing changes in these Bylaws and Standing Rules necessitated by amendments to the International Bylaws and Standing Rules shall be effected by the Division Bylaws and Standing Rules Committee subject to:

- A. Review of the Division Board of Directors.
- B. Final review of the International Bylaws and Standing Rules Committee.
- C. Notification to all members of the Division through chapter presidents.
- D. Notification to Division Members-at-Large through the Division Board Contact.

Section 5. Revision. When the Division Bylaws and Standing Rules have been amended and approved by the voting members, then those Bylaws and Standing Rules are considered revised.

Section 6. Enactment. These Bylaws and Standing Rules, and/or amendments thereto, shall become effective upon adjournment of the Annual Meeting or any Special Meeting at which adopted, unless otherwise specified.

Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 4, 1995
Approved by the International Bylaws and Standing Rules Committee	July 1995
Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 8, 1996
Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 14, 1997
Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 6, 1998
Bylaws Amended to Comply with International Bylaw Changes	August 23, 1998
Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 12, 1999
Correlation Changes Made to Conform with International	May 1, 2000
Bylaws Adopted by the Arizona-Nevada-New Mexico Division	June 2, 2001
Bylaws Amendments Adopted by the Arizona-Nevada-New Mexico Division	June 7, 2003
Bylaws Amendments Adopted by the Arizona-Nevada-New Mexico Division	June 12, 2004
Correlation Changes Made to Conform with International	June 12, 2004
Bylaws Amendments Adopted by the Arizona-Nevada-New Mexico Division	June 4, 2005
Bylaws Amended by the Arizona-Nevada-New Mexico Division	June 6, 2009
Bylaws Amended by the Arizona-Nevada-New Mexico Division	June 5, 2010

**ARIZONA-NEVADA-NEW MEXICO DIVISION
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

STANDING RULES

EXPENSES

Chapter Visits

1. If funds are available, each chapter shall be entitled to an official visit once each fiscal year by a Division Officer without expense to the chapter provided the Division Officer presents the program, presents a report about the state of the Division, or presents an update of Division programs.
2. The expenses of a chapter visit, other than an official visit by a Division Officer made at the request of the chapter, shall be borne by the chapter making such request.

New Chapters

3. A. If funds are available, the Division shall pay reasonable expenses incurred by one Division Officer, preferably the President, to attend the chartering of a newly formed chapter within the Division.
- B. If funds are available, the Division may purchase a gift for a newly-chartered chapter within the Division.

Other Expenses

4. All items of disbursement not paid or reimbursed by an employer shall be approved by a majority of the Board of Directors, and may include:
 - A. Registration, transportation, hotel accommodations, and other reasonable expenses of the Division Delegate and, if funds are available, the registration and/or transportation expenses of the Division Alternate incurred in attending the International Education Forum and Annual Meeting.
 - B. Transportation, hotel accommodations, and other reasonable expenses of the Division Board and Division Parliamentarian or Parliamentary Advisor (if attendance is requested), in attending Board of Directors meetings.
 - C. Transportation and other reasonable expenses of the Division Officers and Parliamentarian or Parliamentary Advisor in connection with the Division Education Forum and Annual Meeting shall be paid by the Division.
 - D. Registration, transportation, hotel accommodations, and reasonable expenses of the Division President-Elect attending the Incoming Division Presidents' Conference that are not paid or reimbursed by either IAAP or the employer shall be considered expenses of the Division.
 - E. Transportation expenses will be reimbursed at the most economically reasonable rate.
5. Division Education Forum and Annual Meeting hotel accommodations, transportation via the most reasonable and economical means available, meals, and registration for Division Officers and the Parliamentarian or Parliamentary Advisor shall be paid from the Division Treasury. All reimbursement shall be subject to the availability of Division Treasury funds as determined by the Board of Directors and the published budget.
6. Any Division Officer or Committee Chairman requesting reimbursement for expenses shall present an itemized account of expenses with substantiating vouchers and receipts to the Division Board for approval.
7. The Division Committee Chairmen shall be reimbursed for actual expenses incurred by the committee in connection with the work of the committee, but shall not exceed the committee's approved budget, except by approval of the majority of the Board of Directors.
8. A pin and/or guard emblematic of the respective Division Office may be presented to each Division Officer at the time of installation, to be passed on to the successor. If a Division Officer wishes to keep the pin and/or guard, or loses it, the Division Officer must replace it at no cost to the Division.

9. Each outgoing Division Officer may be presented with a past Division Officer's pin or other appropriate token of appreciation for service to the Division, not to exceed \$25 total per Division Officer. A small gift of appreciation may be presented to the Division President Elect at the end of his or her term of office, not to exceed \$50.

FILES

10. Within thirty (30) days of the Annual Meeting, all outgoing officers, with the exception of the Treasurer, shall transfer to the incoming officers all books and records in their custody by the least expensive means. Within 30 days of the end of the fiscal year, the Treasurer shall transfer financial records to the chairman of the Audit Committee and shall transfer all other records to the incoming Treasurer by the least expensive means.
11. Within 30 days of the Annual Meeting, all committee files and records shall be transferred to the incoming chairman or board contact for that committee. Any committee chairman resigning or otherwise vacating a chairmanship before the expiration of that term, and upon notification by the Board of Directors as to the successor, shall within two weeks transfer to the successor all the records of that committee.
12. The Division financial records shall be transferred by the Audit Committee to the Treasurer immediately following completion of the audit. Immediately following completion of the audit of the Annual Meeting financial records, the Audit Committee shall forward, by the least expensive means, all Annual Meeting financial records to the Division Board.
13. Any officer, with the exception of the Treasurer, vacating an office before the expiration of that term shall, within two (2) weeks, transfer all records in accordance with instruction of the Board of Directors. In the event of a vacancy in the office of Treasurer, all records of that office and any undeposited funds shall be transferred to the Chairman of the Audit Committee within five (5) days.

ANNUAL MEETING

14. To be accredited, a Chapter shall have submitted the names of their Delegate and Alternate to the Annual Meeting to the Registration/Credentials Committee ten (10) days prior to the date of the meeting. In the case of an emergency or unforeseen circumstance, another Chapter member may be designated Delegate or Alternate by written notification from the Chapter President or designee.
15. Distribution of materials at the Annual Meeting site must be approved by the Division Board prior to distribution.
16. Candidates for Division office shall be registered for and attend, except for emergency situations as determined by the Chairman of the Committee on Nominations and the Division President, the Annual Meeting at which such member is a candidate for election.
17. Candidates nominated for Division Office may be introduced to members attending the Annual Meeting only at a Division-sponsored social function held prior to the time of balloting, and shall be introduced again at the time of the report of the Committee on Nominations.

In view of this general introduction, promotional literature, materials, or campaign publicity of any type concerning a candidate for Division Office shall not be mailed to any chapter or member prior to the Annual Meeting and shall not be posted or distributed at any meeting site except that candidates to be nominated from the floor may distribute during the business sessions a resume outlining their qualifications.

No chapter or individual shall host a reception or other gathering on behalf of any candidate for Division Office prior to the final declaration of election.

18. In the event there is more than one (1) candidate for an office, each candidate will be given two (2) minutes in which to state her/his platform prior to the ballot at Annual Meeting.
19. The outgoing Secretary shall prepare and distribute minutes within 45 days after the close of the Annual Meeting or Special Meetings as follows:
 - A. One copy to:
 - (1) Current and immediate past Division Officer.
 - (2) Current and immediate past chairman of the Division Bylaws and Standing Rules Committee.
 - (3) Chapter members through current chapter presidents.
 - (4) Current Division Members-at-Large.
 - (5) Current and immediate past Parliamentarian or Parliamentary Advisor.
 - (6) Current and immediate past International Director of the District.

- B. At the discretion of the Board of Directors, to others requiring copies in connection with their responsibilities.
20. A member or members of each chapter bidding for the Annual Meeting site shall present the bid; however, nonmembers may assist in the presentation.
21. The Host Chapter for Annual Meeting shall adhere to procedures provided in the Annual Meeting Guidelines.
- A. The Host Chapter shall be chosen two (2) years in advance by a majority vote at the Annual Meeting. By February 1 of each year, the Secretary shall notify all chapters that the Board of Directors will consider bids for the Annual Meeting site two (2) years in advance and that invitations, giving availability of hotel accommodations, assembly rooms, and other facilities in the city of the proposed host chapter, shall be addressed to the Division President with copies to each Division officer and postmarked, e-mail dated or fax dated no later than April 15 of the current year.
- The Board of Directors shall review the information submitted, determine the adequacy of the facilities, and notify those chapters (no later than May 1st) that their invitations fulfill the Annual Meeting site requirements and their bids may be presented at the Annual Meeting in June.
- (1) If no bidding chapter receives a majority vote, all but the two (2) highest shall be eliminated and the balloting continued. If neither chapter receives a majority vote, the decision shall be by lot.
- (2) If no requests to bid are received prior to the deadline, bids for the Annual Meeting site may be presented from the floor at Annual Meeting, provided full information regarding facilities is given to each Division Officer and each Delegate at the Annual Meeting .
- (3) If any Annual Meeting cannot be held at the time and place previously chosen, or in the event no bids for the Annual Meeting are received, the Board of Directors shall designate the time and place at which the Annual Meeting shall be held.
- B. The Division and host chapter(s) shall share any profit or any loss resulting from the Annual Meeting (50% to Division and 50% to host chapter(s)).
- C. Beginning fiscal year 2007-08 and annually after that if finances are available, the AZ-NV-NM Division will advance a loan in the amount of \$1000.00 to the next Annual Meeting Host (eleven (11) months in advance of the actual Annual Meeting date.) Prior to the final distribution of any profit or loss resulting from this meeting, the \$1000.00 loan will be repaid to the Division prior to June 30 or after the close of the Annual Meeting.
22. The President shall request the Parliamentarian or the Parliamentary Advisor to serve during the Annual Meeting.
23. The Board of Directors shall be responsible for the business sessions, leadership clinic, approval of educational programs, installation of officers (except for physical arrangements), and approve any special innovations and may make suggestions to assist the host chapter.
- The Board Contact to the Host Chapter shall be the President.
24. Each Division Officer shall submit a complete written report concerning the work of the office to be distributed at Annual Meeting and included as a part of the Annual Meeting minutes. A brief oral report may be given at the Annual Meeting.
25. Prior to the Annual Meeting or any special meeting, a Tellers Committee shall be appointed by the President. No member of this committee shall be a Division Officer, candidate for Division Office, Delegate or Alternate, or member of a chapter which has a candidate for office, or who is bidding for Annual Meeting. The Tellers Committee shall be responsible for distributing and collecting the ballots and tallying the votes. After all votes are cast and the votes are tallied, the chairman of this committee shall report the results to the assembly and the President shall declare the results of the election.
26. Student members paying registration fees will be allowed the same attendance privileges as IAAP members.
27. Guests may attend any/all portions of the Annual Meeting provided registration has been paid for those events attended.
28. The Annual Meeting Host Chapter will open a checking account specifically for the Annual Meeting. The official bank account name will read, (*Year*) *Arizona-Nevada-New Mexico Division Education Forum and Annual Meeting*. Checks are to be signed by the Annual Meeting Treasurer and/or Coordinator(s).

COMMITTEES

29. All chairmen and committee members shall be Professional or Professional Merited members.
30. Each committee chairman shall submit a complete written report concerning the work of that committee to be distributed at the Annual Meeting and included as a part of the Annual Meeting minutes.
31. Distribution of Division Bylaws and Standing Rules
- A. The chairman of the Division Bylaws and Standing Rules Committee shall furnish copies of the Division Bylaws and Standing Rules as amended at the preceding Annual Meeting, following approval by the International Bylaws and Standing Rules Committee, as follows:
- (1) One copy to:
 - a. Division Officers
 - b. Division Members-at-Large
 - c. Members of the International Bylaws and Standing Rules Committee
 - d. International Southwest District Director
 - e. Parliamentarian or Parliamentary Advisor
 - f. Members of the Division Bylaws and Standing Rules Committee
 - (2) Two copies to each chapter.
 - (3) At the discretion of the Board of Directors, to others requiring copies in connection with their responsibilities.
- B. It shall be the responsibility of the chapters to distribute copies of the Division Bylaws and Standing Rules to its membership.
32. The Chairman of the Bylaws and Standing Rules Committee shall be responsible for presentation at the Annual Meeting of proposed amendments to the Division and International Bylaws and Standing Rules.
33. The Division Newsletter shall be published at least three times during the fiscal year, if funds are available, with dates to be determined by the Board of Directors, and copies will be furnished as follows:
- A. Division Members
 - B. International President
 - C. International District Director

CORRESPONDENCE

34. Copies of correspondence:
- A. Division Level: Copies of correspondence from Division Officers and Committee Chairmen and/or members shall be sent as follows:
- (1) When addressed to a member of the International Board of Directors, an International Committee Chairman or member, Headquarters or an International Department, a copy shall be sent to the Division Board.
 - (2) If the subject concerns a chapter, copies shall be sent to the Chapter President and the Division Board.
 - (3) If the subject concerns a Division committee, copies shall be sent to the committee chairman and the Division Board.

REPRESENTATION

35. The Delegate and Alternate to the International Education Forum and Annual Meeting shall be selected by the Board of Directors in the following order: President, President-Elect, Vice President, Secretary, Treasurer, or the immediate past Division President.
36. Division vote at International Education Forum and Annual Meeting or at District Conference:

- A. The division delegate shall cast the Division vote according to the wishes of the majority membership after review of the materials at the Annual Meeting.
- B. On additional amendments or matters brought to the floor at the International Education Forum and Annual Meeting, the Division Delegate shall be fully authorized to vote in the best interest of the Division.

Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 4, 1995
Approved by the International Bylaws and Standing Rules Committee	July 1995
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 8, 1996
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 14, 1997
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 6, 1998
Standing Rules Amended to Comply with International Bylaw Changes	August 23, 1998
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 12, 1999
Correlation Changes Made to Conform with International	May 1, 2000
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 2, 2001
Amendments to Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 7, 2003
Correlation Changes Made to Conform with International	June 12, 2004
Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 4, 2005
Amendments to Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 2, 2007
Standing Rules Amended by the Arizona-Nevada-New Mexico Division	June 6, 2009
Amendments to Standing Rules Adopted by the Arizona-Nevada-New Mexico Division	June 5, 2010