

Standing Rules Kachina Chapter International Association of Administrative Professionals

1. Kachina Chapter shall furnish to the Division Treasurer by June 15 each year, a complete and accurate record of the Chapter membership, by category, as of June 1, and shall notify Division officers of any changes which occur during the year.
2. The delegate and alternate to the Division Annual Meeting and International Convention shall be selected by the Board of Directors in the following order: President, Vice President/Programs, Vice President/Site Coordination, Vice President/Membership, Secretary, Treasurer, Immediate Past President

In the event of the inability of the designated delegate to attend, the designated alternate shall be the delegate and the alternate shall be appointed by the President, with the approval of the Board of Directors. If neither the designated delegate nor alternate can attend, a delegate and alternate shall be appointed by the President, with approval of the Board of Directors. Should a last minute vacancy occur, such vacancy may be filled by appointment of the President with a written statement to the effect to send to the appropriate site, submitted in accordance with Division or International requirements.

A report of the proceedings shall be made to the membership at the first Chapter meeting, or by other methods, following such convention or annual meeting.

3. The expenses of the delegate to the International Convention and Division Annual Meeting may be presented to the Chapter for vote and reimbursement and/or advancement to cover expenses for registration, transportation by the most practical and economical means, and per-diem expenses in an amount to be determined by the members. The expenses of the alternate to the International Convention and Division Annual Meeting may be reimbursed to the extent of registration and any other expenses the Chapter should, by a majority vote, determine prior to the respective meeting. Said amount to be determined by a majority vote prior to the respective meeting. Such expenses, or any part thereof, shall be reimbursed only if funds of the Chapter are available. Any delegate or alternate who has received any reimbursement for expenses to any International Convention or Division Annual Meeting shall present an itemized account of expenses to the Board of Directors within 30 days after returning.
4. An applicant for transfer to this Chapter shall present Transfer of Membership forms from the former chapter to the Chapter Treasurer.
5. A member desiring to transfer from this Chapter to another shall present a written request for transfer to the Treasurer who shall approve transfer of membership on proper forms.
6. Officers shall be installed within 45 days after the Annual Meeting. At the time of installation, each officer shall be presented with a pin, emblematic of the office, which shall be passed on to the successor. If the officer loses the pin, it shall be replaced without cost to the Chapter.
7. The Chapter shall present a gift to each member having attained the CPS and/or CAP rating.
8. The Chapter may send a token to acknowledge a life event without using treasury funds.
9. The President may present monthly tokens of recognition to Chapter members, providing Chapter funds are available.

10. The outgoing Board may be presented appropriate past chapter officer pins and tokens of appreciation from the Chapter, providing Chapter funds are available.
11. Committee Chairs shall submit a copy of the Committee's Annual Report to the Publications Chair by the May issue deadline for publication.
12. The administrative professional of the Executive of the Year (EOTY) shall chair the Executive of the Year Committee, if possible, to consist of the current EOTY, any number of previous EOTYs and/or the Board of Directors. The successor EOTY shall be chosen from among candidates submitted by a deadline set by the chair and announced to the membership at the April or the Annual Meeting.
13. The voting delegate and alternate to the Division Annual Meeting and International shall be chosen as follows:

Divisional Annual Meeting:

The President is the delegate and the Vice President/Programs is the Alternate. If either cannot attend the meeting the position of delegate and alternate move through the officers in this order. Vice President/Programs, Vice President/Site Coordination, Vice President/Membership, Secretary, Treasurer

International Meeting:

The President elected at the Annual meeting and their Vice President/Programs shall be the delegate and alternate respectively. If either cannot attend the officers from the new board will be eligible to take their places in the same order as with the Divisional Annual Meeting.

Amended May 8, 2007