

**International Association of Administrative Professionals  
Illinois Division  
Bylaws and Standing Rules**



**Proposed Amendments**

**Pursuant to ARTICLE X – AMENDMENTS; Section 1. Bylaws.** These Bylaws may be amended ... [at] any Annual or Special meeting by a two-thirds vote, provided copies of the proposed amendments shall have been mailed to all Chapters and Division Members at Large at least 45 days prior to the meeting.

**AMENDMENT 1**

**ARTICLE V - COMMITTEES**  
**SECTION 2. Duties; Paragraph A**

PRESENT WORDING	PROPOSED WORDING
<p>A. The <i>Bylaws and Standing Rules Committee</i>:</p> <ol style="list-style-type: none"> <li>1. Shall maintain conformity in Division Bylaws and Standing Rules within the International Bylaws and Standing Rules.</li> <li>2. Shall notify Chapters of the February 10 deadline for submitting proposed amendments to the Division Bylaws and Standing Rules. Amendments are to be submitted to the chairman and each member of the Bylaws and Standing Rules Committee and the Board Contact.</li> <li>3. May propose amendments and resolutions.</li> <li>4. Shall edit and/or correlate all proposed amendments to the Bylaws and Standing Rules of the Division and shall submit them, together with the committee's recommendations and the reasons for the recommendations, to the Board of Directors, Chapters and Division Members at Large at least 45 days prior to the Annual Meeting.</li> <li>5. May submit Division Bylaws and Standing Rules and/or amendments to the International Bylaws and Standing Rules Committee for review.</li> <li>6. Shall review Chapter Bylaws and Standing Rules on request.</li> <li>7. Shall assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.</li> <li>8. Shall be responsible for presentation of Division Standing Rules for ratification at the Annual Meeting as required by these Bylaws.</li> <li>9. Shall be responsible for distribution of approved amendments and/or revisions to the Division Bylaws and</li> </ol>	<p>A. The <i>Bylaws and Standing Rules Committee</i> <u>has the following duties at the International, Division, and Chapter levels:</u></p> <p><u>International Level</u></p> <p><u>The Committee:</u></p> <ol style="list-style-type: none"> <li>1. Shall maintain conformity in Division Bylaws and Standing Rules within the International Bylaws and Standing Rules.</li> <li>2. <u>May submit Division Bylaws and Standing Rules and/or amendments to the International Bylaws and Standing Rules Committee for review.</u></li> <li>3. <u>Shall assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.</u></li> </ol> <p><u>Division Level</u></p> <p><u>The Committee:</u></p> <ol style="list-style-type: none"> <li><del>2-1.</del> Shall notify Chapters of the February 10 deadline for submitting proposed amendments to the Division Bylaws and Standing Rules. Amendments are to be submitted to the chairman and each member of the Bylaws and Standing Rules Committee and the Board Contact.</li> <li><del>3-2.</del> May propose amendments and resolutions.</li> <li><del>4-3.</del> Shall edit and/or correlate all proposed amendments to the Bylaws and Standing Rules of the Division and shall submit them, together with the committee's recommendations and the reasons for the recommendations, to the Board of Directors, Chapters and Division Members at Large at least 45 days prior to the Annual Meeting.</li> <li>4. Shall be responsible for presentation of Division Standing</li> </ol>

Standing Rules to Chapters and Division Members at Large as instructed by the Board of Directors.

Rules for ratification at the Annual Meeting as required by these Bylaws.

5. Shall be responsible for distribution of approved amendments and/or revisions to the Division Bylaws and Standing Rules to Chapters and Division Members at Large as instructed by the Board of Directors.

~~5. May submit Division Bylaws and Standing Rules and/or amendments to the International Bylaws and Standing Rules Committee for review.~~

Chapter Level

The Committee:

~~6.1. Shall review Chapter Bylaws and Standing Rules on request at the request of the Chapter.~~

2. Shall review Chapter Bylaws and Standing Rules on a rotating basis to ensure that they do not conflict with International or Division Bylaws and Standing Rules and to suggest changes. The Committee is responsible for notifying Chapters when their Bylaws and Standing Rules are to be submitted for review.

3. Shall review amendments to Chapter Bylaws and Standing Rules following their adoption by the chapter.

4. Shall review the adopted Bylaws and Standing Rules of new chapters within 6 months of the charter date of the new chapter.

~~7. Shall assist the Board of Directors in preparing and submitting amendments to the International Bylaws and Standing Rules and resolutions to the International Bylaws and Standing Rules Committee on behalf of the Division.~~

~~8. Shall be responsible for presentation of Division Standing Rules for ratification at the Annual Meeting as required by these Bylaws.~~

~~9. Shall be responsible for distribution of approved amendments and/or revisions to the Division Bylaws and Standing Rules to Chapters and Division Members at Large~~

	as instructed by the Board of Directors.
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**Submitted by:** The Illinois Division Bylaws and Standing Rules Committee

**Reason:** The proposal is a reorganization of the duties of the Bylaws and Standing Rules Committee as described in both the *Bylaws and Standing Rules* and in the *Resource Manual* of the Illinois Division. By combining the two sources and organizing the duties by International, Division, and Chapter levels, it will be easier for the members to understand the role of the Bylaws and Standing Rules Committee, and for the chapters to assist the Committee in fulfilling this role.

**Recommendation:** The ID Bylaws and Standing Rules Committee and the ID Board recommend adoption.