

Items changed:

RESOLVED, That ARTICLE VI – Meeting, Section 1 – Annual Meeting, E. Proxy, Item 3 be amended by striking the word “Secretary” and inserting the word “Treasurer”.

CURRENT WORDING:

3. A written proxy authorized by a chapter and executed by its President and Secretary must be received by the Ohio Division Vice President 30 calendar days prior to the official start of Annual Meeting.

PROPOSED WORDING:

3. A written proxy authorized by a chapter and executed by its President and Treasurer must be received by the Ohio Division Vice President 30 calendar days prior to the official start of Annual Meeting.

RESOLVED, That ARTICLE IV – Officers, Qualifications, Nominations and Election, Term and Duties, Section 5 Duties, Subsection E - Corresponding Secretary, Item 3 – be amended by striking the word “mail” and replacing with the word “distribute”.

CURRENT WORDING:

3. Coordinate, publish and mail the Division newsletter, *The Buckeye Broadcaster*.

PROPOSED WORDING:

3. Coordinate, publish and distribute the Division newsletter, *The Buckeye Broadcaster*.

RESOLVED, That Article V – Board of Directors, Section 2. – Item A - be amended by inserting the word “E-mail”.

CURRENT WORDING:

A. Transact business in person, by mail, or by conference call. For adoption, any business shall require a majority vote of the Board of Directors and be supported by written record.

PROPOSED WORDING:

A. Transact business in person, by mail, conference call, or **e-mail**. For adoption, any business shall require a majority vote of the Board of Directors and be supported by written record

RESOLVED, That ARTICLE VI – Meetings, Section 1, Annual Meeting, Item I, be amended by inserting the words “or e-mail”.

CURRENT WORDING

In the event of an emergency, the Board by a two-thirds vote may cancel an Annual Meeting. Chapter Presidents and Division Members at Large shall be notified of the cancellation and the Board shall provide for the conduct of necessary business by mail

PROPOSED WORDING

In the event of an emergency, the Board by a two-thirds vote may cancel an Annual Meeting. Chapters Presidents and Division Members at Large shall be notified of the cancellation and the Board shall provide for the conduct of necessary business by mail **or e-mail**.

RESOLVED, That Article XI – Amendments, Section 1, Item 1, be amended by inserting the words “ or e-mail”.

CURRENT WORDING:

These Bylaws may be amended at any Annual Meeting: By a two-thirds vote, provided copies of the proposed amendments have been **mailed** to Chapter Presidents and Division Members at Large no later than 60 days prior to the meeting.

PROPOSED WORDING:

These Bylaws may be amended at any Annual Meeting: By a two-thirds vote, provided copies of the proposed amendments have been **mailed or e-mailed** to Chapter Presidents and Division Members at Large no later than 60 days prior to the meeting.

RESOLVED, That Article VII Committees, Section 1 - Standing Committees – Items C and E , be amended by deleting the current item C and E and inserting a new item C and renumbering the remaining paragraphs accordingly.

CURRENT WORDING:

- C. Education and Program Committee shall implement programs and educational projects.
- E. Image Committee shall provide assistance to the chapters to implement and promote programs to enhance the image of the administrative professional; to encourage member involvement in areas that affect the administrative professional occupation; and to acknowledge administrative professional achievement during Administrative Professionals Week®.

PROPOSED WORDING:

- C. Image and Education Committee shall implement programs and educational projects. The committee shall provide assistance to the chapters to implement and promote programs to enhance the image of the administrative professional; to encourage member involvement in areas that affect the administrative professional occupation; and to acknowledge administrative professional achievement during Administrative Professionals Week®
- E. Delete in its entirety and renumber remaining items.

RESOLVED, That Standing Rules, Item 1, subsection b – be amended by deleting “item b” in its entirety and renumber the remaining items accordingly.

CURRENT WORDING:

1. Annual Meeting:

b. For purposes of presenting awards, the chapters shall be divided into groups according to their membership size, i.e. 1-19 members, 20-59 members, 60-99 members, and 100+ members as of April 30. Group sizes should be determined every year to provide a fair and equal representation of chapters in each category. At the discretion of the board, certificates shall be presented in the following categories or other categories of awards to be presented an Annual Meeting.

(1) CPS. Chapters having the greatest percentage of members participating in the CPS examination during the previous fiscal year.

(2) CAP. Chapters having the greatest percentage of members participating in the CAP examination during the previous fiscal year.

(3) IAAP Student Chapter Program. Chapters having the greatest number of points per member earned for participation in accordance with a point schedule with the period for computation of points from July 1 through May 1.

(4) STUDENT EDUCATION. Chapters not sponsoring an IAAP Student Chapter having the greatest number of points, using a predetermined point schedule, with the period of computation of points from May 1 through April 30.

(5) MEMBERSHIP. Chapters having the greatest percentage of membership gain from May 1 through April

PROPOSED WORDING:

1. Annual Meeting:

b. Delete in its entirety and renumber remaining items.

30. To be eligible for awards, chapters must have been chartered as of July 1 of the current fiscal year.

(6) MEMBERSHIP RETENTION. Chapters having the greatest percentage of members retained during the current year.

(7) RETIREMENT TRUST FOUNDATION. Chapters making the largest per capita contribution to the Retirement Trust Foundation between May 1 through April 30, based on number of members as of April 30.

(8) ATTENDANCE. Chapters having the largest percentage of members in attendance at the Annual Meeting (full registration only) based on number of members as of April 30. The Host Chapter is ineligible.