

# VIRGINIA-WEST VIRGINIA DIVISION

## INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

### BYLAWS

#### ARTICLE I--NAME

The name of this Division shall be the Virginia-West Virginia Division of the International Association of Administrative Professionals® (IAAP®).

#### ARTICLE II—MEMBERSHIP AND DUES

A. There shall be four classifications of membership as provided in the International Bylaws Article VI. Associate members shall have all the rights and privileges of Professional members except serving as elected officers.

B. Annual dues for this Division shall be:

Professional Member	\$10.00
Division Member-at-Large (Professional)	\$10.00
Professional-Merited Member	\$ 5.00
Division Member-at-Large (Professional Merited)	\$ 5.00
Student Member	\$ Fees Waived
Associate Member	\$ (Amount set by International Board of Directors)

C. Division dues shall not be assessed members of a new chapter during the fiscal year of its installation.

D. Any new member joining as a result of a Division or chapter membership drive shall have their first year's Division dues waived. Membership application must be received within 30 days of an Impact meeting or initial contact during the membership drive.

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

##### Section 1. Officers

The Division officers shall be a President, a President-Elect, a Secretary, a Treasurer and two Regional Representatives.

## Section 2.      Qualifications

- A.      A candidate for office shall have been a Professional member for at least two 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 full-time in accordance with the IAAP definition of an administrative professional.
- B.      A candidate for the office of President shall have preferably served as an officer of this Division for at least two full years, one of these years as President-Elect, prior to the time of election and shall have preferably served as chapter President for at least one full year before being considered a candidate for division president.
- C.      A candidate for the office of President-Elect shall have preferably served as an officer of this Division for at least one full year prior to the time of election.
- D.      No member shall hold more than one Division office at a time or hold the office of President in any chapter while serving as a Division officer.
- E.      No more than one officer shall be elected from the same chapter.
- F.      A candidate for the office of Treasurer shall have the ability to maintain the financial records of the Division using an approved accounting software program.
- G.      Candidates for the office of Regional Representatives shall have the qualifications outlined in Section 2.A. and shall reside in the region he/she represents.

## Section 3.      Nomination and Election

- A.      Any chapter, by vote of its membership, may nominate one of its Professional members as a candidate for a Division office.
- B.      A chapter delegate may nominate one of its Professional members from the floor at the Annual Meeting, provided the member has consented to serve if elected and provided that the qualifications and supporting documents have been submitted through the Committee on Nominations, to ensure candidate meets all qualifications, prior to the nomination being made. Nominations from the floor must receive a second.
- C.      Division Members-at-large wishing to submit their names for nomination shall obtain support in writing from three Division chapters. The candidate shall complete and sign the Qualifications for Virginia-West Virginia Division Office form. No additional attachments will be accepted.
- D.      Officers shall be elected by paper ballot by a majority vote of the delegates at the Annual Meeting, except that if there is but one candidate for each office, the officers may be elected viva voce.

In the event no candidate receives a majority vote on the first ballot, all but the two candidates receiving the highest number votes for such office shall be eliminated and the balloting continued. If the vote remains a tie after the second ballot, the election shall be decided by lot.

Section 4. Term of Office

- A. The term of office shall begin at the close of the Annual Meeting and shall be for one year or until successors are elected, except that the term of the Treasurer shall begin on July 1 and continue through June 30.
- B. The President and President-Elect shall serve one term only. All other officers shall serve no more than two consecutive terms in the same office. Six months or more in an office shall be considered one term except that in the event of a vacancy in the office of President, the President-Elect shall succeed to the office of President for the unexpired term and shall be eligible to seek election for the next full term.

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) Be a member ex-officio of all committees except the Committee on Nominations.
  - (3) Call meetings of the Executive Board whenever such meetings are necessary.
  - (4) Preside at Annual and special meetings of the Division and the Executive Board.
  - (5) Keep the International Director of the District fully informed on all matters concerning the Division.
  - (6) Be authorized to receive and disburse Division funds in the event of the disability of the Treasurer.
  - (7) Be bonded in an amount prescribed by the Executive Board, the premium to be paid from Division funds.
- B. The **President-Elect** shall:
  - (1) In the absence of the President, serve as presiding officer at Division meetings or meetings of the Executive Board.

- (2) In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- (3) Subject to the approval of the Executive Board, appoint all standing committees, unless otherwise specified.
- (4) Succeed to the office of President.
- (5) The President-Elect shall be responsible for the Division Directory and Master Calendar.
- (6) Perform such other duties incident to the office of President-Elect including assisting the President whenever possible, or as assigned by the Executive Board.

C. The **Secretary** shall:

- (1) Be responsible for the minutes of all Division and Executive Board meetings and for interim reports based on Executive Board decisions voted on between annual or special meetings by postal mail, courier service, and electronic communication or by conference call.
- (2) Promptly furnish complete and accurate minutes of such meetings to the Executive Board and chapter Presidents within no more than thirty (30) days of close of the meeting.
- (3) Attest the President's signature on all legal documents when applicable.
- (4) Give notice of the Annual and special meetings as required in Article VI.
- (5) Conduct the correspondence of the Division in accordance with the direction of the President and/or the Executive Board.
- (6) Be responsible for the Division newsletter.
- (7) Perform such other duties as may be assigned by the Executive Board.

D. The **Treasurer** shall:

- (1) Be responsible for all funds of the Division and for the records of its financial affairs, making disbursements only as authorized by the Division Executive Board, by the voting delegation, or by adoption of a budget.
- (2) Submit detailed financial reports at each meeting of the Executive Board and when requested by the President.

- (3) Prepare and distribute thirty days prior to Annual Meeting a proposed annual budget which shall be adopted at the Annual meeting.
- (4) Be bonded in an amount prescribed by the Executive Board, the premium to be paid from Division funds.
- (5) Keep a complete and accurate record of chapter membership and Division members-at-large, reporting current status of membership at each Board meeting.
- (6) Perform such other duties as may be assigned by the Executive Board.
- (7) Records shall be open at all times to any member of the Division.

E. The **Eastern Regional Representative** shall:

- (1) Be the first point of contact for all Division chapters and members-at-large residing east of the I-81 corridor. Professional chapters include ASCO, Booz Allen Hamilton, Colonial, Fredericksburg, Lynchburg, Old Dominion, Old Town Alexandria, Peninsula, Southside, Tidewater, and Tri-City. Student chapters located within the same geographic region shall also be represented.
- (2) Attend meetings of the Division and Executive Board.
- (3) Exercise full voting privileges.
- (4) Perform such other duties as may be assigned by the President.

F. The **Western Regional Representative** shall:

- (1) Be the first point of contact for all Division chapters and members-at-large residing along and west of the I-81 corridor. Professional chapters include Charleston, Covington, Guyandotte, Harrisonburg, Marion County, Mountain Empire, New River Valley, Roanoke, Shenandoah Valley, and Southwest. Student chapters located within the same geographic region shall also be represented.
- (2) Attend meetings of the Division and Executive Board.
- (3) Exercise full voting privileges.
- (4) Perform such other duties as may be assigned by the President.

**Section 6.** Vacancy

- A. In the event of vacancy in the office of President, the President-Elect shall succeed to the office for the unexpired term and shall continue in the office of President for the following year. The office of President-Elect shall remain vacant until the next regular election. In the event of a vacancy in the office of President-Elect for any other reason, the office shall

remain vacant until the next regular election, at which time both a President and a President-Elect shall be elected. In the event of a vacancy in the offices of both President and President-Elect, the Secretary shall succeed to the office of President for the unexpired term.

In addition, the individual shall be eligible to seek reelection to the office of President for the following year.

- B. A vacancy in any other office shall be filled for the unexpired term by appointment from the membership of the Division by the Division Executive Board.

#### Section 7. Officer's Records

- A. All records pertaining to any office are the property of the Division.
- B. Each officer, with the exception of the Treasurer, shall at the Annual Meeting, transfer to the successor, the files and records of the office. Any officer, with the exception of the Treasurer, vacating an office before the expiration of the term shall within two weeks, transfer all the records of the office as instructed by the Executive Board.
- C. The Treasurer shall, within 30 days following the close of the fiscal year, deliver the financial records to the Audit Committee. Should the Treasurer vacate the office before the expiration of the term, the financial records shall within two weeks be transferred to the Audit Committee.

### **ARTICLE IV—EXECUTIVE BOARD**

The Executive Board shall be the governing body on all matters requiring action between the Annual or special meetings, except where a vote of the Division delegates is specified herein.

#### Section 1. Composition

- A. The officers of this Division shall be the Executive Board.
- B. The immediate past President of the Division shall serve in an advisory capacity without voting privileges, and shall chair the Past Division Presidents Advisory Council. In the event that the immediate Past President is unable to serve, the Executive Board shall appoint a chair from the membership of the Past Division Presidents Advisory Council.

#### Section 2. Duties

- A. The Executive Board may transact business in person, by postal mail, by courier service, by electronic communication or by conference call. For adoption, any business shall require a majority vote of the Executive Board.
- B. The Executive Board shall present an annual budget for adoption at the Annual Meeting.

- C. The Executive Board may, by a three-fourths vote of its membership, remove any officer or committee chairman for misconduct (as defined by the International Board of Directors) or for neglect of duty. The Executive Board shall request the resignation of such officer from the respective office. If such resignation is not received by the Executive Board within ten days after such resignation has been requested, the Executive Board is empowered to and shall thereupon declare such office vacant; and such office shall be filled in accordance with the provisions of Article III, Section 6.
- D. The Executive Board may delegate the duties of an officer who is absent or disabled for a period of up to 60 days to another officer concurrently serving the Division.
- G. The Executive Board may not execute amendments to the Division Bylaws, Standing Rules, or Procedures, spend more than \$50 of previously unbudgeted Division funds, dissolve chapters or the Division, or otherwise act in a way that deprives Division members of their voting rights.

### Section 3. Meetings

- A. The Executive Board shall meet as required to adequately conduct the business of the Division. At least two meetings shall be held each year. The first meeting shall be held immediately after adjournment of the Annual Meeting at which such officers are elected, and one meeting shall be held immediately preceding the Annual Meeting.
- B. Interim meetings may be called by the President, a majority of the Executive Board, or a majority of the chapters within the Division.

### Section 4. Quorum

The quorum for any meetings of the Executive Board shall be a majority.

## **ARTICLE V--COMMITTEES**

### Section 1. Standing Committees

Standing committees shall be composed of a chairman and preferably two or more members. Appointments shall become effective at the close of the Annual Meeting for a term of one year.

### Section 2. Duties

#### A. **The Audit Committee**

- (1) Shall audit all Division financial records. Such audit shall be performed in accordance with Division Audit Procedures and shall be completed within thirty (30) days of the close of the fiscal year. A written report covering the audit submitted to the Executive Board and the audited records transferred to the incumbent Treasurer.

- (2) In the event of a vacancy in the office of Treasurer, an audit shall be made of the Division financial records by the Division Audit Committee. Such audit shall be completed within fifteen (15) days after the receipt of the records, a written report covering the audit submitted to the Executive Board, and the records transferred as directed by the Executive Board.
- (3) Financial records of all Division sponsored events shall be subject to audit by the Division Audit Committee.

**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 notify the Executive Board and Division chapters prior to the Fall Meeting of the February 1 deadline for submitting proposed amendments to these Bylaws, Standing Rules and Procedures.
- (3) May propose amendments and resolutions.
- (4) Shall edit/correlate all proposed amendments to the Bylaws, Standing Rules and Procedures of this Division and submit them together with the committee's recommendations and the reasons for the recommendations to the Executive Board, the chapters, and the Division members-at-large by at least 30 days prior to the Annual Meeting.
- (5) Be responsible for submitting amendments and/or revisions of Division Bylaws, Standing Rules and Procedures for approval at the Annual Meeting.
- (6) Shall submit Division Bylaws, Standing Rules and Procedures, and/or amendments to the District Representative and the Chairman of the International Bylaws and Standing Rules Committee for review as amended or at least every four years.
- (7) Shall review chapter Bylaws and Standing Rules as amended or at least every four years.
- (8) Shall assist the Executive Board 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.
- (9) Be responsible for distribution of approved amendments and/or revisions to Division Bylaws, Standing Rules and Procedures to chapters and Division members-at-large as instructed by the Executive Board.

C. **The Committee on Nominations**

- (1) Shall 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 in accordance with Procedures - Committee on Nominations, Sections A (1).
- (2) Shall review the qualifications of all candidates for office.
- (3) Shall notify the Executive Board, chapter presidents and Division members-at-large of the slate of candidates for election including the names and qualifications of all candidates for each Division office at least 60 days prior to the Annual Meeting.

D. **The Certification Committee**

Shall stimulate interest and encourage participation in the Certification Programs.

E. **The IAAP Student Program Committee**

Shall promote interest in the IAAP Student Program within the Division.

F. **The Finance Committee**

- (1) The Finance Committee shall consist of the Division Treasurer who shall be the Chairman and the Division President-Elect. The Committee shall prepare a budget of anticipated revenues and expenditures for the guidance of the next Executive Board.
- (2) Copies of the proposed budget shall be provided to the Division officers and chapter presidents for information at least 30 days prior to the Annual meeting.
- (3) The proposed budget will be presented by the outgoing Treasurer at the first meeting of the incoming Executive Board for its approval. A copy of the approved budget shall be sent to each chapter.

G. **The Marketing Committee**

Shall seek ways to increase interest in the Division and the Association, and shall maintain the Division's World Wide Web presence.

H. **The Membership Committee**

Shall seek ways to maintain and increase the membership of the Division and assist in the formation of new chapters within the boundaries of the Division.

I. **New Chapter Building Committee**

Shall seek ways to form new chapters in the Division and maintain existing chapter interests.

J. **The Ways & Means Committee**

Shall provide ideas for fund raising to the Executive Board and implement any ideas as approved by the Board. The purpose of this Committee is to increase funds in the Division Treasury.

K. **The Retirement Trust Foundation Committee**

Shall promote interest in the IAAP Retirement Trust Foundation and shall devise and promote projects for the purpose of raising funds for the IAAP Retirement Trust Foundation.

**Section 3. Special Committees and Duties**

- A. The Past Division Presidents Advisory Council serves as consultant to all Division members. In-depth study assignment(s) may be recommended by the membership and assigned by the President with approval of the Executive Board. Completion of the assignment(s) may be accomplished either in person, by postal mail, by courier service, by electronic communication, or by conference call, with recommendations presented to the Executive Board. The Immediate Past President shall be the chairman of the committee unless otherwise designated according to Article IV, Section 1.B.
- B. The Professional Member of the Year (PMOY) Committee shall determine the criteria, with approval of the Executive Board, for selection of a Division PMOY to represent the Division for the following year. The committee shall determine the Division PMOY from the PMOY forms submitted by the chapters within the Division. The reigning PMOY shall be the Chairman of the committee.
- C. Special committees may be appointed when deemed necessary by the Executive Board.

**Section 4. Responsibility**

- A. All committees shall be directly responsible to the Executive Board and, with the exception of the Committee on Nominations, shall submit all plans, prior to execution, to the Executive Board for approval.
- B. Upon approval of the Executive Board, the President may declare a committee chairmanship vacant because of nonperformance of duties and appoint a successor.

## **ARTICLE VI--MEETINGS**

### **Section 1.     **Scheduling****

This Division shall hold an Annual meeting at a date and location selected by the Executive Board.

### **Section 2.     **Notification****

The Secretary shall notify the Executive Board, chapter presidents and the Division Members-at-large concerning the time and place of each Annual Meeting at least three calendar months prior to the scheduled meeting date.

### **Section 3.     **Representation****

The voting power of the members shall be exercised through properly accredited delegates to the Annual meeting. Each chapter shall have the right to select from its Professional and Professional-merited membership one delegate and one alternate. Elected Division officers shall be ex-officio members of the delegate assembly with full voting privileges. If two or more Division members-at-large are registered, they may elect a voting delegate.

### **Section 4.     **Business****

The delegate to the International Convention and Education Forum shall be the President and the alternate shall be the President-Elect. If the President is unable to serve as delegate or the President-Elect as alternate, these positions shall be filled according to rank of officers as stated in Bylaws Article III, Section 1. In the event these positions cannot be filled as stated, then the Executive Board, at its first board meeting following the Annual Meeting, shall select a delegate and/or alternate from among the current membership (preferably a past Division President).

### **Section 5.     **Special Meetings****

Special meetings may be called by the Executive Board or by one-third 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 30 days prior to the date of the Special Meeting.

### **Section 6.     **Quorum****

A quorum for any Annual or Special Meeting shall be a majority of the Division Officers and the accredited delegates from a majority of the chapters within the Division.

## **ARTICLE VII--AUDIT**

Section 1. An audit shall be made of the Division's financial records by a qualified person or persons (Auditing Committee) appointed by the President-Elect and approved by the Executive Board. Such audit shall be completed within thirty (30) days of the close of the fiscal year, a written report covering the audit shall be submitted to the Executive Board, and the records transferred immediately to the incumbent Treasurer. All audits of Division financial records will be performed in accordance with the Division Audit Procedure Guide (Appendix A).

Section 2. In the event of a vacancy in the office of Treasurer, an audit shall be made of the Division's financial records by a qualified person or persons appointed by the Executive Board. Such audit shall be completed within fifteen (15) days after receipt of the records, a written report covering the audit shall be submitted to the Executive Board, and the records transferred as directed by the Executive Board.

Section 3. Financial records of all Division sponsored events shall be subject to audit by the Division Auditing Committee.

## **ARTICLE VIII--DISSOLUTION**

In the event of dissolution, abandonment or termination of the Division, no income, contribution or other revenue of funds shall inure to the benefit of any individual or of any group not affiliated with IAAP, and any and all assets then possessed by the Division, after current indebtedness has been paid, shall go and be given forthwith to the IAAP® Research and Educational Foundation.

## **ARTICLE IX--AMENDMENTS**

### Section 1. Bylaws

- A. At any Annual Meeting by a two-thirds vote, provided copies of the proposed amendments shall have been distributed in accordance with Article V.2.B.5 of these Bylaws at least thirty (30) days prior to the meeting.
- B. At any Annual Meeting by a four-fifths vote, provided copies of the proposed amendments shall have been distributed to the Executive Board and Chairman of the Bylaws and Standing Rules Committee who are present, at least one meeting of the session prior to taking the vote.
- C. By four-fifths vote at any special meeting, provided wording of the proposed amendment was communicated with the notice of the special meeting.
- D. At any Annual or special meeting by unanimous vote, if not distributed previously as required in A, B or C above.

- E. By referendum. A referendum may be ordered by a two-thirds vote of the Executive Board or by a majority of the chapters. An affirmative vote by a majority of the chapters and Division officers shall be necessary for adoption.

Section 2. Standing Rules

- A. Standing Rules may be adopted without previous notice by a majority vote at any Annual or special meeting of the Division.
- B. Standing Rules may be amended or rescinded:
  1. By majority vote, provided copies of the proposed amendments shall have been communicated to all chapters, Division Officers, the Executive Board and the Chairman of the Bylaws and Standing Rules Committee at least thirty (30) days prior to the meeting.
  2. By a two-thirds vote, provided copies of the proposed amendments shall have been distributed to the delegates, Executive Board and members of the Bylaws and Standing Rules Committee who are present at least one meeting of the session prior to taking the vote.
  3. By four-fifths vote, if not communicated previously as required in 1 and 2 of this section.

Section 3. Procedures

- A. At any Annual or special meeting by majority vote, provided previous notice shall have been mailed to the Executive Board, all chapters and members-at-large at least thirty days prior to the meeting.
- B. At any Annual or special meeting by a two-thirds vote, provided copies of the proposed amendments shall have been distributed to the Executive Board and members of the Bylaws and Standing Rules Committee who are present at least one meeting of the session prior to taking the vote.
- C. At any Annual or special meeting by a four-fifths vote if not distributed previously as required in A and B of this section.
- D. Between Annual meetings provided that, at the time of adoption or amendment, notice is sent to the chapter presidents and Division members-at-large. Such procedure shall be in effect until the next Annual Meeting, at which time it must either be rescinded or ratified.

Section 4. Corrections

- A. Automatic grammatical, punctuation and correlation corrections in these Bylaws, Standing Rules and Procedures which in no way alter the intent of the respective Bylaw, Standing

Rule or Procedure shall be effected by the Bylaws and Standing Rules Committee, subject to the approval of the Executive Board.

- B. Editing changes in the Bylaws, Standing Rules, and Procedures necessitated by amendments to the International Bylaws and Standing Rules shall be effected by the Bylaws and Standing Rules Committee, subject to:
1. Notification to all members of the Division through the chapter presidents.
  2. Notification to Division members-at-large.

Section 5. Enactment

These Bylaws, Standing Rules and Procedures and/or amendments thereto shall become effective upon adjournment of the Annual or special meeting at which adopted, unless otherwise specified.

Bylaws Adopted: June 27, 2009  
Bylaws Amended:  
International Bylaws and Standing Rules Committee Review:

## STANDING RULES

### 1. Annual Meeting

#### A. Planning and Execution

The Division Conference Planning Manual shall be used to guide the planning and execution of Annual Meeting.

#### B. Awards

- (1) Chapter Achievement Awards shall be determined by the Division President or designee, and Certificates of Achievement shall be presented at the Installation/Awards Banquet.
- (2) A Professional Member of the Year shall be named by the Division President or designee at the Annual Meeting, and shall be presented a certificate (or other appropriate token) at the Installation/Awards Banquet.
- (3) A Recognition Luncheon may be held at the discretion of the Executive Board. The event shall provide a Lamp of Learning or other appropriate token to members who have completed college degrees, achieved certification, or attained a promotion or similar professional advancement.
- (3) Other awards can be made at the discretion of the Division President.

#### C. Budget

- (1) A budget for the Annual Meeting should be presented to the Executive Board for approval preferably no later than the Fall Meeting. If this cannot be accomplished, then a budget should be prepared, sent to the Executive Board by the most expeditious method for a vote no later than December 31 of the year prior to the Annual Meeting.
- (2) Annual Meeting expenses will be paid from registration fees. If additional funds are needed, Division funds or host chapter funds may be used.
- (2) Any excess funds shall be deposited in the Division Treasury. The host chapter shall receive a check for 35 percent of the profit realized from Annual Meeting.

#### D. Business

- (1) The business of the Annual Meeting shall be determined by the President in accordance with the Division Conference Planning Manual (Appendix B).

- (2) Division officers shall be elected and installed at the Annual Meeting.
- (3) Any Division committee chairman or respective representative who is required to make an official report at the Annual Meeting shall be a member of the meeting for the purpose of reporting and moving adoption of such report, but shall not have voting privileges unless a delegate.
- (4) Each officer and committee chair shall provide a report at Annual Meeting: (1) in written form, for the Annual Meeting Program book; and (2) in oral form, at the request of the President or Executive Board.
- (5) Minutes of each Annual Meeting or Special Meeting shall be sent to each member of the retiring and new Executive Board and all chapter presidents within 45 days after the meeting.

E. Omega Service

A memorial service for members who joined the Omega Chapter during the year shall be conducted at the Annual Meeting in accordance with the Division Conference Planning Manual.

F. Registration Fees

- (1) Each member attending the Annual Meeting shall pay the registration fee set by the Division and approved by the Executive Board.
- (2) At the discretion of the Executive Board and if funds permit, the full registration fee shall be paid from the Division Treasury for the following members who shall be registered and in attendance for all sessions: President, President-Elect, Secretary, Treasurer, Parliamentary Advisor, Regional Representatives, Chairman of the Annual Meeting Committee, and special guests.

If paid by the eligible person in advance, this fee shall be refunded to the member.

- (3) Partial registration fees may be offered to non-members,

G. Tellers Committee

- (1) Shall be appointed by the President at the Annual Meeting, no member of which shall be a current officer, candidate for office, delegate or alternate.
- (2) Shall be responsible for distributing and collecting the paper ballots and for tallying votes.

- (3) Shall report the results of the election to the assembly, and the President shall then declare the results of the election.

#### H. Representation

- (1) Each chapter within the Division is entitled to one delegate to Annual Meeting.
- (2) Provided that at least two Division Members-at-large are present, they shall select from their Professional or Professional-merited membership a delegate to represent them at the Annual Meeting and throughout the year.

#### I. Hosting

- (1) Bids will be accepted at each Annual Meeting for future Division events, including future Annual Meetings. Chapters wishing to host a Division event will enter a bid through its delegate and in writing to the Executive Board. All bidding chapters will be notified of bid award.
- (2) If Annual Meeting cannot be held at the time and place chosen, or in the event no bids for Annual Meeting are received, the Division Executive Board shall designate the time and place at which the meeting will be held.
- (3) In the event of an emergency, when holding Annual Meeting is made impracticable, then all powers, functions, and duties of the Annual Meeting shall be and are hereby vested in the chapters of the Division and shall be performed and decided in such manner as the Executive Board may prescribe.

#### 2. Other Division Events

- (1) All Division-sponsored conferences (such as Professional Development Seminar) shall be planned and executed in accordance with the Division Conference Planning Manual.
- (2) The determination of which events will be held, and the time, date and location of each event, shall be at the discretion of the Executive Board.
- (3) Selection of a host chapter for Division-sponsored events shall be at the discretion of the Executive Board. The host chapter will receive a check for 35 percent of the profit from the meeting.

Standing Rules Adopted: June 27, 2009  
 Standing Rules Amended:  
 International Bylaws and Standing Rules Committee Review:

## PROCEDURES

### 1. Executive Board

#### A. Contact System

The Board contact system for committees shall be established by the Executive Committee at its first meeting of the year to ensure that adequate contact is established and maintained with Division leadership.

#### B. Official Visits

- (1) Each Division Officer and Parliamentary Advisor shall be reimbursed, if funds are available, for actual and necessary expenses incurred in performing the duties of office, including but not limited to postage, telephone charges, and transportation and official visits at cents per mile, not to exceed current IRS allowance.
- (2) If travel expenses are not being covered by the host chapter, each Division Officer shall be reimbursed for actual and necessary expenses and transportation to be reimbursed at cents per mile not to exceed the current Internal Revenue Service allowance, if Division funds are available for two chapter visits per year.
- (4) If expenses are not paid by the host chapter, the President will be reimbursed for necessary expenses for official chapter visits, if Division funds are available.

#### C. Parliamentary Advisor

At the beginning of the fiscal year, the President with approval of the Executive Board shall appoint a Parliamentary Advisor who shall be present and shall serve as Parliamentary Advisor for the Annual, Special, and Executive Board meetings.

### 2. Committees

#### A. Committee on Nominations

- (1) Nominations for Division office shall be submitted as follows:
  - (a) Candidate's name shall be submitted to the chairman of the Committee on Nominations by letter signed by the chapter president.

## (b) Such letter shall:

- (1) Contain candidate's name; address; chapter affiliation; qualifications (in accordance with Article III, Section 2); educational, professional, and IAAP background;
- (2) State that the candidate is actively engaged in the administrative profession; and
- (3) Be accompanied by the candidate's consent to serve if elected.

## (c) The candidate shall complete and sign the "Qualifications for Division Office form. No additional attachment will be accepted.

## B. Records

Within two weeks after the conclusion of their appointment, all committees shall transfer the files to their successors or as directed by the Executive Board. If additional time is needed to complete a specific project, a motion should be presented at the Annual Meeting for that committee to finish the project in question and all other duties passed on to the incoming committee.

## 3. Correspondence Distribution Guidelines

- A. Correspondence from Headquarters, an International officer, Committee Chairman or Committee member received by the Division President shall be distributed to the Executive Board and chapter presidents.
- B. Correspondence from a chapter officer, Committee chairman or committee member shall be sent to the Division President.

## 4. Expenses

## A. International Convention and Education Forum

- (1) The delegate to the International Convention shall be reimbursed for the actual registration fee, transportation, meals, and lodging expenses incurred. The alternate to International Convention shall be reimbursed for actual expenses incurred to include registration fee, transportation, meals, and lodging if lodging with the delegate is unavailable. Expenses for both the delegate and the alternate must be approved by the Executive Board and paid only if Division funds are available.
- (2) When private automobile transportation is used, the transportation allowance shall not exceed the current IRS standard mileage rate.

- (3) Upon return, the delegate shall furnish the Executive Board, within 30 days, a written report of said meeting and an itemized account of expenses with applicable receipts attached.

B. Other

- (1) The Executive Board may authorize, as necessary to the welfare of the Division, an officer's or committee chair's expenses and trips not covered in these Procedures or the current year approved budget and if funds permit.

5. Records Retention

- A. Records to pertain to each elected office and each standing committee of the Division shall be kept in accordance with the following IAAP Records Retention Schedule:

- (1) Permanent

- a. Division charter
- b. Minutes of all board and annual meetings
- c. Correspondence of an historical nature or special problems
- d. Releases that have formed a basis for the establishment of policy
- e. Membership records

- (2) Three Years

- a. International Convention or IAAP conference reports
- b. Treasurer's records

- (3) Past Year

- a. IAAP releases
- b. Newsletters
- c. Correspondence outside of IAAP
- d. Correspondence with IAAP units

- (4) Current Year

- a. Board correspondence, other than special problems, policy, etc., should be turned over to incoming officers.
- b. Current international and division bylaws and standing rules

- B. All files should be cleared of unnecessary material each year.

6. Special Presentations

- A. Division Officers

A pin and/or guard emblematic of the respective office shall be presented to each Division officer at the time of installation.

B. Division President

Each outgoing Division President shall be presented with a Past Division President's pin and token gift in appreciation for services paid from available Division funds.

C. New Chapter

(1) As a token of welcome, the Division shall present to each new chapter installed within its jurisdiction an IAAP gavel, IAAP banner, or other appropriate gift (paid from Division funds if available).

(2) Presentation, if practical, is to be made by official representative of the Division at the time of the chapter's installation.

7. Distribution of releases from the Division Executive Board and Division Committees shall be as follows: Division Officers, Committee Chairmen, chapter presidents, chapter treasurers, and Division members-at-large.

8. Copies of Correspondence:

A. Division level: By any Division officer, committee chair and/or member to International Headquarters, and International officer, committee chair, and/or member, or to any chapter officer, committee chairman, and/or member, a copy shall be sent to the Division President and to the chapter president where the chapter is involved.

B. Chapter level: By any chapter officer, chapter committee chairman, and/or member to any Division officer, committee chairman, and/or member, or to International Headquarters, and International officer, International committee chairman, and/or member, a copy shall be sent to the Division President.

Procedures Adopted: June 27, 2009

Procedures Amended:

International Bylaws and Standing Rules Committee Review:

**APPENDIX A – AUDIT PROCEDURES**

**INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS**

**VIRGINIA-WEST VIRGINIA DIVISION**

**AUDIT PROCEDURE GUIDE**

**June 1, 2009**

## **PREFACE**

This guide has been prepared to assist the Audit Committee with its responsibilities in auditing the books of the Virginia-West Virginia Division, International Association of Administrative Professionals.

Audits are required as set forth in the "Manual for Virginia-West Virginia Division Board of Directors and Committees," page 15.

This guide was prepared following the information provided in the International Handbook.

## AUDITS

An audit of the books is to be made annually by the Audit Committee, before the books are transferred to an incoming treasurer. One essential point should be kept in mind; any person who has had anything whatsoever to do with the Division's finances during the period under review should not conduct an audit.

The purpose of the audit is to determine whether all cash received and receivable has been recorded, whether disbursements are supported by properly authorized vouchers, whether the cash balance is represented by cash actually on hand or in the bank, and whether the cash records are in good order.

It is advisable to follow a definite plan when it is time to give an accounting of the year's activities.

1. The Division records are comprised of:

- a. Disbursements Journal/Receipts Journal
- b. General Ledger
- c. Checkbook
- d. Bank Deposit Receipts
- e. Bank Statements

2. Audit procedures are as follows:

- a. The Audit Committee will do the audit within 30 days following receipt of records.
- b. The Audit Committee should have access to all records maintained by the Treasurer.
- c. The audit should follow a written, organized program aimed toward a thorough examination of the Division's books of accounts.
- d. The Audit Committee will use Exhibit A for written report.
- e. Cash Reconciliation:
  - 1) Last bank statement should be reconciled and any discrepancies clarified by the Audit Committee.
  - 2) Ascertain that all bank statements are with the records; starting with a statement with a beginning balance of \$.00 through and including the final statement showing a balance of \$.00.
- f. Receipts:
  - 1) Assure that all receipts were properly deposited into Division funds by comparing checkbook register with bank statements.

- 2) Compare checkbook register with ledger for proper recording of amounts and payers. Record any discrepancies and report in Audit Committee report to Division Board of Directors.
- g. Disbursements:
- 1) Ascertain whether any funds are restricted and determine proper balance sheet presentation.
  - 2) Verify that "Disbursements" are properly recorded in the Disbursements Journal and that all are made as a result of properly approved voucher statement.
  - 3) Review checkbook to determine that no checks are signed in advance and, if possible, that all blank checks are accounted for.
  - 4) Review thoroughly any vouchers originated by treasurer.
  - 5) Review paid checks to determine that only authorized signatures appear thereon.
  - 6) Compare paid checks with outstanding list from preceding reconciliation and with cash disbursements book. Account for sequence of check numbers.
  - 7) Investigate any checks outstanding for more than 30 days.
  - 8) Investigate any checks payable to cash or bearer.
  - 9) Investigate any checks representing large or unusual payments to officers or committee chairman.
  - 10) Investigate any NSF (non-sufficient funds) checks and other items charged back by the bank.
  - 11) Compare the details of daily deposits with treasurer's records of cash receipts.
  - 12) Examine canceled checks for endorsement by payee.
  - 13) Compare canceled checks with checkbook register for proper recording of payee and amount.
  - 14) Compare check register with ledger for proper recording and classification.
  - 15) Compare check register with paid voucher file. Should have approved voucher signed by authorized person for each check written, with exceptions as noted in Virginia-West Virginia Division Bylaws.
  - 16) Record any discrepancies and report in Audit Committee report to Division Board of Directors.

h. Statements:

- 1) Prepare statement of Bank Reconciliation.
- 2) Prepare statement of "Budgeted Income and Expenditures" compared to actual.
- 3) Prepare list of outstanding checks.
- 4) Prepare a report of exceptions and discrepancies.
- 5) Notify current Division Treasurer immediately of any material discrepancies.

i. Audit Certificate:

Upon completion of an audit, submit a written report showing findings and conclusions and/or recommendations (*using [Exhibit A](#)*) to the Board of Directors within 30 days. (The original is to be signed by all committee members and forwarded to the president with copies to the other board members.)

**EXHIBIT A**

**TO: VIRGINIA-WEST VIRGINIA DIVISION BOARD OF DIRECTORS**

We have examined the books and related records of receipts and payments of the Virginia-West Virginia Division for the year ended \_\_\_\_\_, and reconciled the bank transactions to \_\_\_\_\_, 20\_\_\_\_. *(These should be reconciled to the date of audit – hence a different date.)*

In our opinion, the attached statements present an accurate record of the Virginia-West Virginia Division's financial condition as of \_\_\_\_\_ and the receipts and payments for the period \_\_\_\_\_ through \_\_\_\_\_.

Audit Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B – DIVISION CONFERENCE PLANNING MANUAL

### DIVISION CONFERENCE PLANNING Manual

#### INDEX

	<u>Page</u>
A. PURPOSE .....	29
B. UNIT HOSTING CONFERENCE .....	29
C. DIVISION PRESIDENT .....	30
D. FINANCES .....	30
E. CONFERENCE COORDINATOR .....	31
F. COMMITTEES .....	32
G. GENERAL SESSIONS .....	36
H. TIMELINE .....	37
I. DIVISION MEETING REQUIREMENTS.....	39
J. APPENDICES (Samples).....	41
- Request for Proposal	
- Information Required for Agreement and Contract Preparation	
- Site Visit Check List	
- Meeting Specification Sheet (Banquet Event Order)	
- Proposed Budget	
- Invitation	
- Meeting Space Guidelines	
- Resume	

Last updated February 2009

## DIVISION MEETING

THE DIVISION MEETING IS AN INTERNATIONAL MEETING CONDUCTED BY THE RESPECTIVE DIVISION PRESIDENT.

### **A. PURPOSE**

1. To bring IAAP members together to discuss activities and direction of the association and profession.
2. To participate in educational activities and exchange information about unit programs and projects which further the objectives of IAAP; i.e. to provide for personal and professional development of members and to increase membership retention and recruitment.
3. To provide additional opportunities for professional networking.
4. To share resources developed by IAAP Headquarters.

### **B. UNIT HOSTING CONFERENCE (please consult timeline on page 37)**

1. The host unit submits invitation to the respective Division President 24 to 36 months prior to the proposed conference.
  - a. Proposed dates of conference
  - b. Proposal from hotel(s), including proposed room rates
  - c. Invitation may also include invitation letters from Mayor, Chamber of Commerce, Convention and Visitor's Bureau, etc.
2. Soliciting Proposals from Hotels
  - a. Write Request for Proposal (RFP) (see sample RFP in Appendices)
    1. Preferred meeting dates
    2. Meeting objectives
    3. Number of sleeping rooms needed on each night (include percentage of multiple occupancy)
    4. Amount of meeting space required (type of set-up, for how many)
    5. Complimentary rooms/suites needed
    6. Other important details
    7. Decision making timetable
  - b. Work with Convention and Visitors Bureau (if available), or directly with hotels
    1. Furnish Bureau/Hotel with complete three-year meeting history (city/hotels used). Can be obtained from Division President.
    2. Furnish Bureau/Hotel with RFP.
  - c. Use accurate information, do not overstate needs.
3. Site Visit
  - a. Schedule a personal visit to the hotel(s) you are considering.
  - b. Basic goal is to determine how well the objective of your meeting can be accomplished at the hotel.
  - c. Assess everything from the general condition of the hotel to the attitude of the personnel  
(see sample checklist)

4. Host unit representative presents invitation to the conference assembly, and selection is made by voting delegates.
5. If invitation is accepted, contract with selected hotel. Contract should contain all items covered in Request for Proposal. **Contract should be reviewed and approved by Division President and Conference Coordinator. Division President must sign contract.**
6. If invitation is not accepted, the hotel(s) should be informed by host unit presenting invitation.

### C. DIVISION PRESIDENT

**THE DIVISION PRESIDENT IS RESPONSIBLE FOR AND IN CHARGE OF ALL FUNCTIONS OF THE CONFERENCE. AS CHAIRMAN OF THE MEETING, SHE/HE HAS FINAL APPROVAL ON ALL ARRANGEMENTS, PLANS, ETC. FOR ALL ASPECTS OF THE MEETING.**

1. Confirms the appointment of the Coordinator and Co-Coordinator soon after the Conference bid is accepted. The Division President has the authority to re-appoint Coordinator/Co-Coordinator if she/he feels that they are not fulfilling their duties.
2. Reviews the Conference Manual with the Conference Coordinator, confirms which duties are the responsibility of the Host Unit, and provides instructions through the Conference Coordinator.
3. Reviews, approves, and signs the hotel contract along with the Conference Coordinator.
4. Approves the budget, with Board concurrence, including registration fee.
5. Approves all plans made by host unit, with Board concurrence, including, but not limited to:
  - a. Registration materials and any advance mailings
  - b. Selection of speakers and topic(s) of seminar(s)
  - c. Meal functions and entertainment
6. Prepares Conference agenda.
7. Invites International guests.
8. Approves physical arrangements for general sessions, including head table (if applicable) and reserved seating. Provides names, titles, and seating for head table and reserved tables.
9. Plans the division/chapter officers' meeting, if desired.
10. Requests letters of welcome from International President and host Division and Chapter presidents for inclusion in Conference program booklet, if desired.
11. Reports to their respective International District Director on the progress of Conference plans and submits a final report following the conclusion. Final report may be included in President's update to the respective International District Director.
12. Presides at the Conference general session. President should recognize all International officers including past members, Trustees, and others as appropriate.

### D. FINANCES

1. The Conference budget is prepared by the Host Unit and submitted by the Conference Coordinator to the Division President for approval nine (9) months prior to the Conference (see Sample Budget).
2. Budget should include, but is not limited to:
  - a. Income
    - 1) Registration
      - a) Fee shall be set high enough to guarantee expenses and low enough to attract attendance. **Registration fee shall be approved by the Division Board.**
    - 2) Exhibits (optional)

- a) Budget should include a projected number of exhibits with the fee for each exhibitor sufficient to cover set-up costs and to help offset other Conference expenses.
  - b) Adequate space must be available. Host Unit coordinates with Conference site personnel to determine space availability.
- 3) Seminar
- a) Will be included as part of full registration.
  - b) Open to members and non-members.
- 4) Corporate contributions, donations of services, products, and appropriate gifts may be sought by Host Unit to help defray expenses of the Conference.
- b. Expenses should include, but are not limited to:
- 1) Cost of site visit of Division Board with Host Unit prior to the Conference (optional).
  - 2) Cost of Conference meals (including tax and gratuities), meeting rooms, equipment (audio visual and other), exhibit space/setup, etc.
  - 3) Expenses for entertainment, receptions, and meal functions within the framework of the Conference and included in the registration fee.
  - 4) Cost of Continuing Education Units (CEU) provided to attendees.
    - a) CEUs are required for the educational seminar and International workshop and may be provided for other presentations given at the Conference.
  - 5) Speakers' fees, honoraria and courtesy gifts for speakers whether IAAP members, Headquarters staff, or non-IAAP members.
  - 6) All expenses of the Division Board (including travel, registration, hotel, meals and miscellaneous expenses) relating to the Conference.
  - 7) Registration for Conference Coordinator and Co-coordinator.
  - 8) Possible registration fees for International Board of Directors, upon the discretion of the Division Board and if the division meeting budget will be able to cover the fee.
  - 9) Printing/copying costs for registration materials, program(s), and other materials used during the Conference.
  - 10) Mailing expenses (postage, mailing labels, etc.).
  - 11) Liability insurance (available from IAAP Headquarters Accounting Manager).
  - 12) Any non-budgeted items must be approved by Division Board before payment.
- c. Revenue/Loss
- 1) To guarantee a financially sound event, the budget must be realistic and based on a lower-than-anticipated attendance.
  - 2) The Division Board will determine the distribution of any revenue if such is realized from the Conference.

#### **E. CONFERENCE COORDINATOR/CO-COORDINATOR**

- 1. Individual(s) to serve in this capacity are appointed by Division President. It is important that the Conference Coordinator/Co-Coordinator remember the Division President is in charge of the Conference and makes all final decisions.
- 2. Responsibilities of the Conference Coordinator and Co-coordinator:
  - a. Keeps Division Board informed of Conference planning through progress reports as requested.
  - b. Serves as liaison between the Division Board and Host Committee Chairmen.
  - c. Serves as liaison between Host Committee and the Conference hotel. (IAAP Convention and Meetings Manager may be contacted for assistance in dealing with the Conference hotel.)

- 1) Establishes Master Account with hotel and advises, in writing, and who is authorized to sign for charges.
  - 2) Arranges for block of rooms at hotel to be reserved for Conference attendees.
  - 3) Makes hotel reservations for International guests, VIPs, etc. advising hotel which reservations are to be charged to the Master Account and which guests are responsible for their own expenses.
  - 4) Arranges for all meeting room set-ups (see sample Meeting Specification Sheet).
  - 5) Meets with hotel after conference to complete history information. Forward Conference history information to Division Board.
- d. Coordinates all meal functions held during the Conferences (may appoint a committee chairman for this function).
- 1) Recommends for all meal functions to the Division Board for approval.
  - 2) Provides information concerning meal functions to be included in Conference Program.
  - 3) Requests props and floral arrangements for meal functions.
- e. Appoints committee chairmen.
- f. Directs, correlates, and dispenses information to and from all committee chairmen.
- g. Engages speakers and entertainment (welcome evening and banquet) with approval of the Division Board.
- h. Coordinates preliminary mailing to division officers and chapter presidents at least six (6) months before Conference. Mailing materials must be approved by Division Board (see sample Invitation).
- i. Monitors and ensures that deadlines are met.
- j. Approves all expenditures for submission to Division Treasurer.
- k. Submits an audited financial statement within 90 days of the closing of the Conference books to the Division Board.

## F. COMMITTEES

**THE FOLLOWING COMMITTEES ARE RECOMMENDED FOR PLANNING AND COORDINATING A DIVISION MEETING. HOWEVER THE COORDINATOR MAY ESTABLISH OTHER COMMITTEES OR COMBINE COMMITTEE RESPONSIBILITIES, AS IT DEEMS NECESSARY AND MOST WORKABLE FOR IT.**

### 1. ARRANGEMENTS

This Committee works closely with the Conference Coordinator. All requests by all committees for particular physical arrangements should be made through this Committee.

- a. Secures official Conference opening participants as delegated by Division President through Conference Coordinator, as follows:
  - 1) Invocator
  - 2) National Anthem
  - 3) Color Guard
- b. Obtains Conference memento (optional), which should be useful or typical of area, following approval by Conference Coordinator and **subject to approval of Division President.**
- c. Purchases floral arrangements (optional) for the various events, following approval by Conference Coordinator.

- d. Purchases gifts for clergy, welcomers, invocator, etc. if requested by Division President.
- e. Prepares head table name tents and seating guide. Obtains information from Division President through Conference Coordinator.
- f. Arranges for individuals to serve as pages for general sessions. Pages are needed to relay messages, as needed, and to direct traffic in the assembly room. The number of pages required will depend upon the size of the assembly. Pages should:
  - 1) Be easily identifiable.
  - 2) Count votes (if required) during general sessions. Distribute handouts for International Workshops and seminars.
  - 3) Be familiar with the Conference facility and the location of all public rooms used for Conference activities.
  - 4) Know the individuals seated at the head table and those in special seating areas.
  - 5) Be knowledgeable about seating arrangements of the Conference assembly and the entire Conference program.
- g. Arranges for individual to serve as Timekeeper (at discretion of Division Board). Individuals should be seated in front of assembly at each general session and check timing of speakers.
- h. Checks meeting room set-up and tests all audio visual equipment (including public address system) before each session to ensure that all physical arrangements, props and equipment are in place.
- i. Verifies head table and reserved seating assignments with Division Board and checks reserved areas to ensure that sufficient tables and chairs are provided.
- j. Places head table names and reservation signs at tables/chairs prior to each event; rearranges signs as required when functions change between sessions.
- k. Ensures head tables are provided with water and glasses.
- l. Places directional signs, if used, prior to event.
- m. Performs other duties as directed by Conference Coordinator.

## 2. EXHIBITS

The function of this committee is to obtain local exhibitors and IAAP units for the Conference as well as to coordinate and manage logistics relating to the exhibits.

- a. Contacts local business-related suppliers to exhibit during Conference. It is recommended that the host unit include Association sponsors; i.e., Avery-Dennison, OfficeTeam, and 3M, etc. when inviting exhibitors. Provides exhibitors with:
  - 1) Exhibitor contract or contract by letter.
  - 2) Detailed information concerning the Conference, including number of attendees expected, Conference dates, exhibit hours and rental fees. Determines if any unusual requirements, such as electrical outlets, etc. are needed.
- b. Ensures that sufficient space is available for exhibits.
- c. Coordinates exhibitor requirements, set-up, etc. with Arrangements Committee or hotel contact.

## 3. FINANCE

This Committee serves as Treasurer for the Conference and works closely with the Conference Coordinator.

- a. Prepares budget for review by Conference Coordinator and approval of Division Board (see Sample Budget).
- b. Receives all monies, transmits monies to Division Treasurer, and maintains record of Conference income and expenses.
- c. Pays all bills upon approval of Conference Coordinator and/or Division President.

- d. Coordinates solicitation of donations from local corporations, suppliers, etc.
  - 1) Prepare letter for mailing to prospective donors. Division President and Conference Coordinator must approve the letter.
  - 2) Document all donations and corporate contributions and provide list of donors and corporate contributors for acknowledgment either in printed program or by Division President during Conference.
  - 3) Forwards donations to Division Treasurer as received.
  - 4) Following Conference, prepare letter of appreciation to each donor and corporate contributor, with copy to Conference Coordinator.
- e. Provides final Income/Expense Statement (actual versus budget) to Conference Coordinator, within sixty (60) days after the close of the Conference.

#### 4. HOSPITALITY

Committee should create a feeling of good fellowship among members. The Hospitality Suite gives members a chance to meet new friends and greet acquaintances on a social basis and provides an area where members can relax. Members should be knowledgeable about Conference schedule, meeting room locations, hotel services, etc.

- a. Obtains (or prepares) information for attendees on the city and surrounding areas (i.e., restaurants, shopping centers, churches, public transportation, etc.)
- b. Coordinates with Arrangements Committee for refreshments and set-up of Hospitality Suite.
- c. Staffs Hospitality Suite during Conference.
- d. Meets International representatives, Headquarters representatives, and speakers at airport and arranges transportation to and from hotel, as directed by Conference Coordinator.
- e. Writes thank you letters after the Conference to all individuals who participated in the program and to others responsible for the success of the Conference with copy to Conference Coordinator and Division President.

#### 5. EVENING OF WELCOME/OPEN HOUSE

The function of this committee is to plan and coordinate the welcome evening. All planning and arrangements for this event should be coordinated through the Arrangements Committee and are subject to the approval of the Conference Coordinator and District Board. This committee may also be combined with the Exhibits Committee.

- a. Coordinates with entertainment (if any) and Arrangements Committee any needed equipment, props, food/beverage service, etc.
- b. Provides information on Evening of Welcome/Open House for inclusion in Registration materials.

#### 6. PUBLICITY

- a. **Prepares and submits news releases to local media subject to review and approval by the Conference Coordinator and Division President.**
- b. Prepares media kits for local media to include:
  - 1) General news release concerning Conference
  - 2) Public Service Announcements
  - 3) Short biographies on speakers and VIP's in attendance
- c. Arranges on-site interviews by media, if possible, with Division President, other International representatives, speakers and/or Conference Coordinator.

## 7. REGISTRATION/CREDENTIALS

This Committee is responsible for all aspects relating to Conference registration as well as tabulating the Registration Report and validating voting privileges.

- a. Prepares registration materials for review and approval by Conference Coordinator and Division Board.
- b. Secures bids on printing and arranges for printing of publicity and registration information.
- c. Requests mailing labels from Division Treasurer with Division President's approval. Form for Confidentiality Guidelines/Agreement for Member Information-List Rentals is available from Headquarters. Labels should be ordered approximately one month before mailing date.
- d. Mails registration materials with complete information on Conference sixty (60) days before Conference to all members in the Division and International Board of Directors.
  - 1) First-class postage should be used for mailing.
  - 2) If bulk rate mail is used, allow additional thirty (30) days mailing time.
- e. Registration materials should include:
  - 1) Dates of Conference.
  - 2) Registration and optional event fees.
  - 3) Registration deadline and refund policy.
  - 4) Hotel information, including:
    - a) Room rates and reservation policies.
    - b) Name, location, and telephone number of hotel.
  - 5) Conference agenda and details.
  - 6) International Workshop and seminar information, including CEUs to be awarded and CPS/CAP recertification points earned, if approved.
  - 7) Trips and Tours offered, if any.
  - 8) Attendee Information Required
    - a) Name, address, telephone number, facsimile number, e-mail, and employer
    - b) Chapter/Division identification
    - c) IAAP member I.D. number or Social Security number (for CEU processing)
    - d) Credentials: CPS/CAP holder; Delegate/Alternate; Chapter, Division, or International Officer, Trustee, Division Meeting First-Timer; or other
  - 9) Name, address, telephone number, facsimile, e-mail of Conference Coordinator.
  - 10) Information regarding accessibility for the disabled or dietary restrictions.
  - 11) Check-off boxes for other information required.
- f. Prepares registration packets, to include:
  - 1) Attendee name badge
  - 2) Tickets for special events (i.e. meals, seminars, optional events, tours, etc.)
  - 3) Attendee list
  - 4) Official program
  - 5) Items provided by Headquarters
- g. Processes registration forms as received tracking credentials, CPS/CAP holder, Delegate/Alternate; Chapter, Division, or International officers, Trustee, Division Meeting First-Timer, or other.
- h. Staffs registration area during Conference.

- i. Prepares and presents official Conference Registration Report during general- session.
8. SEMINAR
- The function of this committee is to plan, promote and coordinate the educational seminar.
- a. Recommends topic and speakers for approval by Conference Coordinator and Division President.
  - b. Provides information on seminar topic/speaker to Registration Committee for inclusion in Registration materials.
  - c. Obtains approval from Headquarters for CEU and, if applicable, CPS recertification points, to be awarded and prepares certificates, etc.
  - d. Promotes seminar to non-members throughout the area.
  - e. Coordinates with speaker(s) and Arrangements Committee required audio visual equipment, handouts, etc.

9. TRIPS AND TOURS

The purpose of this committee is to plan trips and tours for the Conference attendees and provide guides to accompany the groups on such tours.

- a. Arrange for trips and/or tours for Conference attendees subject to approval of the Conference Coordinator and Division President.
- b. Liability insurance coverage for Trips and Tours is the responsibility of the Host Unit, available through Headquarters Accounting Department.
- b. Provides information on trips/tours to Registration Committee for inclusion in Registration materials.
- c. Serves as hosts and accompanies attendees on trips and/or tours.

**G. GENERAL SESSIONS**

- 1. General sessions are chaired by the Division President.
- 2. Recommended items below may be included in the general sessions and may vary by Division. The order of the general session is at the discretion of the Division President:

<u>Function</u>	<u>By</u>
a. Call to order	Division President
b. Inspiration, if desired	Determined by Division President
c. National Anthem(s) if desired	Host Unit
d. Presentation by Color Guard, if desired	Honor Guard selected by Host Unit/ approved by Division President
e. Pledge of Allegiance, if desired	Host Unit
f. Introductions and Welcomes	
1) Conference Coordinator(s)	Division President
2) Host Unit President	Conference Coordinator
3) Invocator/Welcomers	Conference Coordinator
4) Division President	Conference Coordinator
5) Mayor or other official	Division President
g. Head Table Introductions (if applicable)	Determined by Division President
h. Introductions of Association Dignitaries and International officers/personnel	Division President
i. Report of Registration	Registration Chair
j. Introduction of Speakers	Division President
k. Reports	As directed by Division President
l. Invitation(s) for next Conference	Next Host Unit Coordinators
m. Awards	Division President

- n. Announcements Conference Coordinator
- o. Official Adjournment Division President
3. Head Table Seating
- a. Head Table seating is determined by special arrangements of the meeting and by rank of participating individuals (all seating instructions are as you face the audience).
    - 1) The Division President, as chairman of the meeting, should be seated to the right of the center lectern.
    - 2) The Conference Coordinator should be seated to the far left of the lectern. When there is a Coordinator and a Co-Coordinator, one should be seated to the far left and the other to the far right.
    - 3) The top-ranking guest speaker should be seated to the right of the Division President.
    - 4) International or Division and/or Chapter officers present should be seated alternately left and right according to rank.
  - b. Government or civic officials present should be given preferential seating before Division and/or Chapter Officers.
  - c. When seating at the Head Table varies during the day, individuals should be informed when to come to the Head Table and where they will be seated. It is courteous to appoint an escort for people who have to move from other seating to the Head Table.
  - d. Guests present for a short period (clergy, newcomers, speakers) should be informed in advance that they may leave, and they should be advised of what their cue will be. The cue must always be tactful and express appreciation and is given by the Division President.

## H. TIMELINE

<u>Timeframe</u>	<u>Activity</u>	<u>Responsible</u>
Beginning 2-1/2 to 3 years before	• Provide Conference Planning Manual to Chapters preparing bids	Division President
	• Obtain in writing agreement/commitment from Chapter members to host Conference	Conference Coordinator
	• Inform current Division Board of desire to bid	Chapter President
	• Contact potential meeting sites to determine suitability/availability	Conference Coordinator/ Division President
	• Contact Visitors Bureau/Chamber of Commerce for assistance with bid	Conference Coordinator/ Division President
	• Prepare bid to present at next Division Meeting	Conference Coordinator/ Division President
2 years before	• Present bid to assembly at Division Meeting	Conference Coordinator/ Division President
	• Notify hotel of successful/unsuccessful bid	Conference Coordinator/ Division President
18 months before	• Selects Coordinator and Co-coordinator of Conference	Division President
	• Provide preliminary hotel contract to Division President	Conference Coordinator
16 months before	• Appoint committee chairmen	Conference Coordinator
14-16 months before	• Solicit committee volunteers	Conference Coordinator
	• Provide list of committee chairmen to Division President	Conference Coordinator
	• Hold first Committee Meeting, identify duties delegated by Coordinator to committee chairmen	Conference Coordinator

12 months before	<ul style="list-style-type: none"> <li>• Present invitation at upcoming Conference</li> <li>• Sign hotel contract (can be signed earlier if possible)</li> <li>• Begin preliminary planning and fundraising</li> <li>• Submit proposed budget to Division Board</li> <li>• Provide recommendations for speakers and entertainers to Division Board for approval</li> <li>• Provide name, address, telephone/facsimile numbers, and e-mail of Conference Coordinator, location of Conference, hotel, etc. to International Board and IAAP Convention/Meeting Manager</li> </ul>	<p>Conference Coordinator Division President Host Unit Conference Coordinator Conference Coordinator</p> <p>Division President</p>
Ongoing	<ul style="list-style-type: none"> <li>• Provide updates to Division President</li> </ul>	Conference Coordinator
9 months before	<ul style="list-style-type: none"> <li>• Contact local vendors re: open house exhibits</li> <li>• Obtain bids from Trips and Tours agent (if tours are planned)</li> </ul>	Conference Coordinator Trips/Tours Committee
8 months before	<ul style="list-style-type: none"> <li>• Conduct site visit to Conference hotel and meet with Conference Coordinator to review/approve budget, plans, etc.</li> <li>• Finalize contracts for speakers and entertainers</li> </ul>	Division Board Conference Coordinator
6 months before	<ul style="list-style-type: none"> <li>• Send invitations to local suppliers to exhibit at Conference.</li> <li>• Send preliminary information concerning Conference to Division and Chapter Presidents.</li> </ul>	Host Unit Division President
4 months before	<ul style="list-style-type: none"> <li>• Provide draft of registration materials to Division Board for approval</li> </ul>	Conference Coordinator/ Registration Committee
3 months before	<ul style="list-style-type: none"> <li>• Obtain mailing labels from Headquarters for all IAAP members in Division and the International Board of Presidents</li> <li>• Prepare registration materials and arrange for printing</li> </ul>	Division Treasurer Registration Committee
2 months before	<ul style="list-style-type: none"> <li>• Mail registration information to all members in District and the International Board of Directors</li> <li>• Provide final meeting room set ups, requests for equipment and props, and other pertinent details concerning Conference to hotel.</li> <li>• Obtain speaker bios, etc. for Conference program and introductions</li> </ul>	Registration Committee Conference Coordinator Conference Coordinator
1 month before	<ul style="list-style-type: none"> <li>• Finalize Conference program and arrange for printing</li> <li>• Send letters to Conference speakers, entertainers, and VIPs concerning the Conference (i.e. location, if/who will pick them up at airport, and other information to facilitate their arrival and departure)</li> </ul>	Division President/ Conference Coordinator  Conference Coordinator/ Division President
2 weeks before	<ul style="list-style-type: none"> <li>• Prepare registration packets for attendees</li> <li>• Meet with hotel to fill out post-convention report</li> </ul>	Registration Committee  Conference Coordinator
After conference	<ul style="list-style-type: none"> <li>• Provide copies of Conference evaluation forms to International President, Headquarters personnel, and presenters, as appropriate</li> </ul>	Conference Coordinator Conference Coordinator Conference Coordinator

## I. DIVISION MEETING REQUIREMENTS

The following information may vary by each Division and should be coordinated with the Division President.

1. Conference Date

- a. Refer to Conference Recommended Dates approved by the International Board of Directors. International Bylaws and Standing Rules, Article XIII—Meetings, Section 2. District/Regional Conferences. A. Scheduling. District/Regional Conferences may be held at the discretion of the District Directors, at times and in locations approved by the Board of Presidents at least two years in advance.

2. Conference Timetable

Following are approximate times for the various activities/functions:

Thursday

Trips and Tours As necessary

Friday

Registration	10:00 a.m. -	7:00 p.m.
Hospitality Suite	10:00 a.m. -	7:00 p.m.
Seminar	1:00 p.m. -	4:00 p.m.
Welcome/OpenHouse	7:00 p.m. -	10:00 p.m.
Trips/Tours *	1:00 p.m. -	5:00 p.m.

Saturday

Registration	7:30 a.m. -	8:30 a.m.
Hospitality Suite	7:30 a.m. -	8:30 a.m. / 4:00 p.m. - 5:00 p.m.
Benefit Breakfast	7:00 a.m. -	8:15 a.m.
Business Session	8:30 a.m. -	4:00 p.m.
Luncheon	12:00 noon -	1:30 p.m.
Pre-Banquet reception	6:15 p.m. -	7:00 p.m.
Banquet	7:00 p.m. -	10:00 p.m.

Sunday

Hospitality Room Open	7:30 a.m. -	8:30 a.m.
Brunch/Business Session	8:00 a.m. -	11:30 a.m.

3. Space Requirements

- a. Sleeping rooms – number of sleeping rooms contracted for Friday and Saturday will depend on Conference history provided by previous years sites. (Note: the Division President determines use/assignment of complimentary rooms provided by the hotel.)
- b. Meeting space/set-up requirements:
- 1) Seminar
    - a) Classroom seating if space allows, otherwise theater seating
    - b) Allow sufficient room for lectern, A/V equipment, registration table, etc.)
  - 2) Evening of Welcome
    - a) Rounds of eight (8) or cocktail seating
    - b) Allow sufficient room for exhibitors, entertainment, bar, etc.
  - 3) Breakfast
    - a) Rounds of eight (8) or ten (10)
  - 4) General Sessions
    - a) Classroom seating as space allows, or theater seating
    - b) Head table (on 18-24-inch riser) for up to 16 people (if applicable)
    - c) Center lectern with lighted microphone
    - d) Allow sufficient room for head table, A/V equipment, etc.

- 5) Meal Functions
  - a) Rounds of eight (8) or ten (10)
  - b) Head table (on 18-24-inch riser) for up to 16 people (if applicable)
  - c. Center lectern with lighted microphone.
  - b) Allow sufficient room for head table, entertainment, etc.

***NOTE: Separate rooms are recommended for Business Sessions and meal functions except possibly the final night banquet which can be held in the business session room.***

J. APPENDICES (samples)

Request for Proposal

Information Required for Agreement and Contract Preparation

Site Visit Check List

Meeting Function Form (Banquet Event Order (BEO))

Proposed Budget

Invitation

Meeting Space Guidelines

Resume



**International Association of Administrative Professionals**  
**INFORMATION REQUIRED FOR AGREEMENT & CONTRACT PREPARATION**

<b>CONTACT:</b>  <b>TELEPHONE</b> <b>FAX:</b> <b>EMAIL:</b>		
<b>INFO REQUIRED FOR AGREEMENT AND CONTRACT PREPARATION</b>	<b>HOTEL AGREES</b>	<b>HOTEL ALTERNATIVE OR INFORMATION REQUESTED</b>
Please state check-in and out times		
Individual reservations can be canceled without charge up to 5pm on the scheduled arrival date		
Flat rate (1-4 people)		
% tax on sleeping rooms		
No lower rated group of a similar nature in hotel over meeting dates		
Confirmed rate to apply for all nights of guests stay		
21 day cutoff for room block		
Group rates to be available after the cutoff date if hotel has any rooms to sell		
Confirmations to be mailed directly to individuals by hotel within 5 days of receipt of reservation		
1 complimentary room for every 40 room nights utilized on a cumulative basis		
2 bedroom suite with complimentary parlor and sleeping rooms at group or staff rate		
One complimentary easel for each meeting room each day		
Please provide the proposed function space outline-PLEASE PROVIDE SPECIFIC MEETING ROOM NAMES and FLOOR PLANS		
Meeting rooms will be guaranteed in contract and cannot be changed without prior approval from IAAP		
If hotel reaches 80%, occupancy on subject peak nights, no fees will be owed by IAAP and meeting		

space will be complimentary		
Compliance with ADA standards		
Hotel will notify IAAP of any remodeling within 60 days		
Food and beverage guarantee given 72 hours in advance with a 5% oversight		
Any special shipping and handling charges		
Cancellation sliding scale Please state your proposed scale		
Please state your proposed attrition scale		

## SAMPLE

### SITE VISIT CHECK LIST

#### The Destination

##### Accessibility

- Ease and cost
- Proximity to airport
- Adequate taxi/limousine service
- Sufficient parking space
- Availability/cost of shuttle bus

##### Environment

- Availability of local attractions
- Shopping
- Recreation
- Restaurants
- Weather conditions
- Appearance
- Safety of area
- Economic health of community
- Reputation of area/facility for hosting meetings
- Support and services available from local convention bureau
- Availability of experienced suppliers such as audio-visual firms, exhibit service contractors, security

#### The Facility

##### Efficient, friendly doormen and bellmen

##### Attractive, clean lobby

##### Registration desk easy to find

- Sufficient space and personnel in relation to guestrooms
- Ability to handle peak check-in/check-out times for major groups
- Efficient front desk personnel

##### Modern elevators in sufficient number to serve guest when the facility is full

##### Accessible, fully staffed message and information desk

- Rapid response to telephone calls
- Quick delivery of messages

##### Availability of guest services

- Drugstore
- Gift shop
- Concierge
- Safety deposit boxes for guests' valuables

##### Comfortable, clean bedrooms

- Furniture in good condition
- Modern bathroom fixtures
- Adequate lighting
- Adequate closet space and hangers
- Smoke detectors in room
- Fire exit information clearly posted
- Availability of refrigerator and/or wet bar, if important to group
- Cleanliness of hallways, including prompt removal of room service trays from hall
- Availability of beverage and ice machines on the floor
- Service elevator accessibility
- Size of standard room versus deluxe room
- Availability of a "towers" or executive floor offering guest special services
- Number and types of suites, and availability of floor plans showing parlor and bedroom size, and types of beds

Reservation procedures and policies

- Room category classifications, such as higher floor versus lower floor, ocean view, or mountain view
- Number of rooms in each category available for the meeting
- Number of rooms available, if needed, for early arrivals and late departures
- Current convention rate and current rack rate for individual guest (not part of a group)
- When hotel will provide firm rates for the meeting
- Guarantee and deposit requirements
- Check-in and check-out times
- Cut-off date when rooming block is released to the hotel for direct sale to others
- Check-cashing policies
- Types of credit cards accepted
- Refund policy in case of cancellation

Meeting Space

- Size (dimensions of meeting space, noting oddly shaped rooms)
- Capacities when set in various configurations (visit hotel when rooms are set the way you will want them)
- Quality, condition, and soundproofing of air walls used to divide a room into sections
- Separate light, heat, and air-conditioning controls in each section divided by air walls
- Time required to put air walls in place
- Acoustical quality of rooms and availability of good sound system, if needed
- Built-in equipment such as whiteboards, screens, and permanent furniture that cannot be moved
- Obstructions such as columns
- For audio-visual presentations:
  - Ceiling height of room
  - Obstructions, which would block audience view of screen
  - Chandelier placement
  - Decorative mirrors, which might reflect light
  - Blackout drapes for rooms with windows
  - Location of lighting controls and options for dimming
- Location of fire exits
- Accessibility of meeting space from main lobby
- Relative proximity of meeting rooms to each other - all on one floor, or spread out on various levels
- Availability of house and public telephones
- Location, number and cleanliness of restrooms
- Location and number of checkrooms

Office and Other Services

- Sufficient space for furniture and equipment necessary to perform the business at hand
- Good lighting
- Easy for attendees to locate
- Adequate electrical outlets
- Availability of house telephones or telephone jacks
- Space can be secured after hours
- Exclusive Contractors (Decorator, Audio-Visual)

Equipment

- Tables
  - Six feet long
  - Eight feet long
  - Schoolroom width - fifteen to eighteen inches
  - Rounds - 62 (8 people) or 70 (10 people) inches in diameter

- Chairs
  - Comfortable for long meetings
- Platforming
  - Steps with railing for various platform levels
  - Carpeting and skirting for platforms
- Lecterns
  - Standing lecterns
  - Tabletop lecterns
  - Lectern lights
- Whiteboards and bulletin boards
- Sign easels
- Wastebaskets and trash containers
- Spotlights and auxiliary lighting equipment
- Registration counters
- Microphones and other audio-visual equipment needed

#### Food and Beverage Service

- Public outlets
  - Appearance and cleanliness
  - Cleanliness of food preparation areas
  - Adequate staffing at peak time
  - Attitude of personnel
  - Prompt and efficient service
  - Variety of menu
  - Cost range
  - Reservations policy
  - Possibility of setting up additional food outlets (in lobby of lounge area) for continental breakfast and quick luncheon service, if necessary
- Group functions
  - Quality and service
  - Diversity of menus
  - Creativity
  - Costs
    - Tax and gratuities
    - Projected price increases before date of event
    - Extra labor charges for small group functions
  - Liquor laws
  - Cash bar policies
    - Bartender cost and minimum hours to be paid for
    - Cashier charges
  - Refreshment break pricing
    - Guarantee policies
    - When guarantee is required
    - Number of meals prepared beyond guaranteed number
  - Special Services
    - Tailored menus
    - Theme party ideas
    - Unique refreshment breaks
    - Food substitutions for those with dietary restrictions
    - Availability of table decorations
    - Availability of dance floor
- Room Service
  - Diversity of menu
  - Prompt and efficient telephone manner
  - Prompt delivery
  - Quality

Exhibit Space

- Booths or tabletop
- Availability and location of freight receiving area
- Security of area
- Proximity of exhibit area to other meeting space
- Special charges for set-up

**SAMPLE****MEETING FUNCTION FORM (BEO) – XYZ DIVISION MEETING**

---

**CONTACT:** Jane Doe

---

**ON-SITE CONTACT:** Jane Smith

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**DATE:**

---

**EVENT:** General Session

---

**POST AS:** General Session

---

**ROOM/TIME:** Grand Ballroom 8 AM-5 PM

---

**NO. OF GUEST:** 500

---

**ROOM SETUP:**

Rounds of 8 for 500 or classroom or theater seating  
Head table for 10 on risers, stairs at both ends, center lectern  
Water on tables

---

**A/V:**

PowerPoint Projection  
Overhead projector  
35 mm projector with remote control  
Screen appropriate to size of room  
Microphone on lectern

---

**FOOD & BEVERAGE:**

12 noon - Lunch: House Salad (preset)  
Filet  
Chocolate Cake  
\$20.00 per person inclusive

Have service staff stop clearing when speaker begins.

---

**OTHER:**

We will have a banner that will need to be hung behind lectern.

We will need two (2) reserved tables in front of head table.

## **PROPOSED DIVISION MEETING BUDGET**

<b><u>INCOME</u></b>	<b><u>Assuming Attendance of:</u></b>		
	<b><u>250</u></b>	<b><u>300</u></b>	<b><u>350</u></b>
Seed Money:			
Next Year	\$250	\$250	\$250
Three Years Out	750	750	750
Exhibits 750	750	750	
Pins <sup>1</sup>	1,000	1,000	1,000
Registration <sup>2</sup>	31,250	37,500	43,750
Donations	1,000	1,000	1,000
Loans <sup>3</sup>	880	880	880
	\$35,880	\$42,130	\$48,380
<b><u>EXPENSES</u></b>			
<b><u>Registration</u></b>			
Mailing	1,500	1,500	1,500
Registration	350	350	350
Printing	800	800	800
Conference gift	<u>1,625</u>	<u>1,950</u>	<u>2,275</u>
Total	4,275	4,600	4,925
<b><u>Seminar</u></b>			
Leader fees	2,000	2,000	2,000
CEUs @ \$1.50	375	450	525
Processing fee	20	20	20
Certificates	<u>100</u>	<u>100</u>	<u>100</u>
Total	2,420	2,420	2,420
<b><u>Evening of Welcome/Open House</u></b>			
Bartenders 2 @ \$45	90	90	90
Entertainment	300	300	300
Food	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	1,390	1,390	1,390
<b><u>Exhibits</u></b>			
Materials	100	100	100
<b><u>Saturday Keynote Breakfast</u></b>			
Breakfast @ \$7.50/person	1,875	2,250	2,625
Keynoter expenses	500	500	500
Total	2,375	2,750	3,125
<b><u>Opening Ceremonies</u></b>			
Donation — singer	25	25	25
Donation — color guard	<u>25</u>	<u>25</u>	<u>25</u>
Total	50	50	50
<b><u>Luncheon</u></b>			
Lunch @ \$15/person	3,750	4,500	5,250
Speaker fee	<u>250</u>	<u>250</u>	<u>250</u>
Total	4,000	4,750	5,500

**PROPOSED DIVISION MEETING BUDGET**  
**Page 2**

<b><u>EXPENSES (contd.)</u></b>	<b><u>Assuming Attendance of:</u></b>		
	<b><u>250</u></b>	<b><u>300</u></b>	<b><u>350</u></b>
<b><u>Banquet</u></b>			
Bartenders 2 @ \$45	\$ 90	\$ 90	\$ 90
Entertainment	750	750	750
Dinner @ \$25/person	<u>6,250</u>	<u>7,500</u>	<u>8,750</u>
Total	7,090	8,340	9,590
<b><u>Sunday Brunch</u></b>			
Breakfast @ \$16/person	4,000	4,800	5,650
<b><u>Arrangements</u></b>			
Memorial service	25	25	25
<b><u>Sunday Program</u></b>	75	75	75
<b><u>Hospitality</u></b>	100	100	100
<b><u>Host/Hostess</u></b>	50	50	50
<b><u>Program Book (printing)</u></b>	500	500	500
<b><u>Publicity (postage)</u></b>	50	50	50
<b><u>Miscellaneous</u></b>			
Pins	850	850	850
Invited guests	1,500	1,500	1,500
District President	800	800	800
Seed money	1,000	1,000	1,000
Audio/Visual	2,000	2,000	2,000
Loans payable <sup>4</sup>	880	880	880
General miscellaneous	<u>500</u>	<u>500</u>	<u>500</u>
Total	7,530	7,530	7,530
<b><u>Floral Arrangements</u></b>	500	500	500
<b><u>Insurance</u></b>	125	125	125
<b>TOTAL EXPENSES</b>	<b>\$34,705</b>	<b>\$38,205</b>	<b>41,755</b>
Revenue	\$35,880	\$42,130	\$48,380
Expense <u>34,705</u>	<u>38,205</u>	<u>41,755</u>	
Projected Revenue	\$ 1,175	\$ 3,925	\$ 6,625

**Notes:**

1. Pins @ \$4 each; 250 sold
2. Based on \$125/person
3. Loans of \$500 (from whom)/\$380 to (use)
4. Loans of \$500 (from whom)/\$380 to (use)

## **SAMPLE DIVISION MEETING BUDGET**

### **INCOME**

Seed Money		
Next Year	\$	250.00
Three Years Out		750.00
Exhibitors		
15 @ \$100		1,500.00
10 @ \$150		1,500.00
Donations		3,500.00
50/50 Profit		250.00
Afghan Profit		250.00
Jewelry Sale		250.00
Bus Trip		250.00
Registrations 250 @ \$125		31,250.00

### **TOTAL INCOME**

**\$39,750.00**

### **EXPENSES**

#### **REGISTRATION**

Postage	2,000.00	
Printing	1,000.00	
Gift 250 @ \$5	1,250.00	
Registration	500.00	4,750.00

#### **SEMINAR**

Printing	150.00	
Leader's Room	55.00	
CEUs 250 @ \$1.50	375.00	
Processing Fee	20.00	
Certificates	62.50	662.50

#### **EVENING OF WELCOME/OPEN HOUSE**

Bartenders 2 @ \$50	100.00	
Entertainment	500.00	
Assorted Desserts	2,000.00	2,600.00

#### **EXHIBITS**

Miscellaneous	100.00	100.00
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#### **SATURDAY KEYNOTE BREAKFAST**

Breakfast 250 @ \$15	3,750.00	
Keynoter Expenses	500.00	
Opening Ceremonies		
Donation to singer	25.00	
Donation to color guard	25.00	
CEUs for Workshop		
250 @ \$1.50	375.00	
Processing Fee	20.00	
Certificates	62.50	4,757.50

#### **SATURDAY LUNCHEON**

Luncheon 250 @ \$22	5,500.00	
Speaker's Expenses	500.00	6,000.00

#### **RELIGIOUS SERVICES**

Offering	\$ 50.00	\$ 50.00
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#### **BANQUET**

Bartenders 2 @ \$50	100.00	
Entertainment	500.00	
Dinners 250 @ \$40	10,000.00	10,600.00

#### **SUNDAY BRUNCH**

Breakfast Buffet 250 @ \$20	5,000.00	
-----------------------------	----------	--

Memorial Services	25.00	5,025.00
<b>HOSPITALITY</b>		
Miscellaneous	100.00	100.00
<b>PROGRAM</b>		
Typing, Printing, Binding	500.00	500.00
<b>PUBLICITY</b>		
Miscellaneous	75.00	75.00
<b>MISCELLANEOUS</b>		
Afghan	90.00	
Expenses for invited guests	1,000.00	
Expenses for District President	1,000.00	
Seed Money	1,000.00	
Sound System	1,000.00	
Music Fees (ASCAP)	100.00	
General Miscellaneous	300.00	4,490.00
<b>TOTAL EXPENSES</b>		<b>\$39,710.00</b>

Division  
cordially invites you to  
**"THEME"**  
at the  
**Division Meeting**  
**Dates**  
Hotel, City, State

**Trips & Tours**

Thursday  
Place

Date

Friday  
Place

Date

**FRIDAY**

SEMINAR:

"Title" —

Presenter

EXHIBITS:

11:00 AM — 7:00 PM

DIVISION/CHAPTER  
OFFICERS MEETING:

Event Topic Leader

EVENING OF WELCOME/OPEN HOUSE:

Theme

**SATURDAY**

KEYNOTE ADDRESS:

"Title"

Presenter

GENERAL SESSION:

International Workshop

RECOGNITION  
Keynoter

LUNCHEON:

BANQUET:

Entertainment

**SUNDAY**

BUFFET BREAKFAST:

Memorial Service

HOTEL RATES:

\$XX single/double/triple/quad

REGISTRATION:

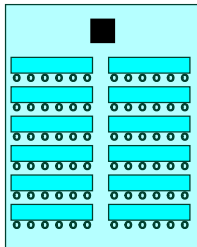
\$XXX per person

Complimentary airport shuttle and free parking

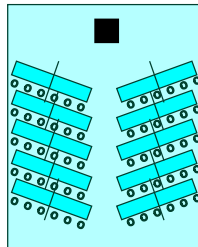
## Meeting Space Guides:

### Schoolroom (or classroom)

- 30-36" of table space per person
- 2 people per 6-ft. table
- 3 people per 8-ft. table
- 15-17 sq. ft. per person



*Classroom*



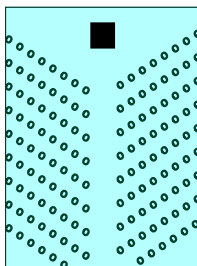
*Herringbone  
Classroom*

### Theater style with no audio/visual

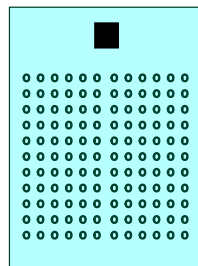
- 7-8 sq. ft. per person

### Theater style with audio visual

- 10 sq. ft. per person



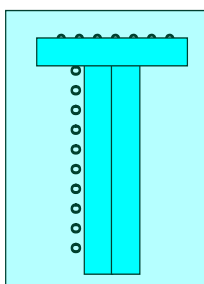
*Theater -  
Chevron*



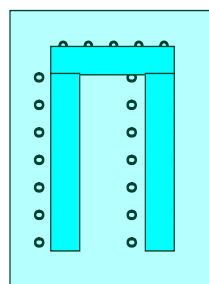
*Theater*

### Conference style

- U-shape / T-shape / Hollow square = 23-25 sq. ft. per person
- Podium - a raised platform
- Lectern - a speaker stand
- Screen height = length of room divided by 8
- Speaker's table - 30" to 1st row



*T-Shape*



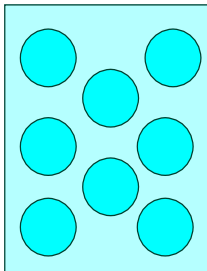
*U-shaped*

**Crescent or Half Moon  
Rounds**

Seating on 2/3's of banquet table  
facing speaker – 2.5 sq ft per  
person

**Banquet**

- 11 sq. ft. per person w/out head table
- 12 sq. ft. per person w/head table
- Rounds - 60" seats 8 people
  - 72" seats 10 people



*Banquet*

**Stand-up Reception**

- 5-7 sq. ft. per person

**SAMPLE RESUME**

**GROUP:** International Association of Administrative Professionals  
10502 NW Ambassador Drive  
PO Box 20404  
Kansas City, MO 64195-0404

**MEETING:** IAAP Incoming Division Presidents Conference  
February 15-17, 2002

**LOCATION:** Marriott KCI  
Kansas City, MO

**GROUP DESCRIPTION:** The IAAP, formerly PSI (Professional Secretaries International), is a nonprofit membership organization for administrative professionals with approximately 40,000 members in 600 chapters throughout the world.

**ADVANCE CONTACT:** Inge Hafkemeyer, Convention and Meetings Manager

**ONSITE CONTACTS:** Inge Hafkemeyer, Convention and Meetings Manager

**AUTHORIZED MASTER  
ACOUNT SIGNATURES:** Inge Hafkemeyer, Convention and Meetings Mgr.

**HOTEL CONTACTS:** Joe Smith

**GROUP RATE:** \$99.00 Single/Double

**RESERVATIONS:**

All reservations will be provided by rooming list.

**BILLING:**

IAAP master account is for group-related expenses only i.e. group Food and beverage, audio visual equipment etc.

Separate banquet checks need to be prepared for each meeting room, showing the date, name of the meeting room and detail of times provided/purchased. Please do not combine charges for more than one meeting room on one check or bill will be returned. Send bill to Inge Hafkemeyer.