

CONSTITUTION AND BY LAWS

OF THE

IOWA CHAPTER

OF

International Association of Workforce Professionals **(I.A.W.P.)**

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REVISION OF CONSTITUTIONS AND BY-LAWS UNANIMOUSLY ADOPTED AT STATE ANNUAL MEETING in Cedar Rapids, Iowa, May 15, 2003.

**CONSTITUTION
OF THE
IOWA CHAPTER
OF
International Association of Workforce Professionals
(I.A.W.P.)**

ARTICLE I - CONSTITUTION - NAME

This organization shall be known as the "Iowa Chapter of the International Association of Workforce Professionals.

ARTICLE II - CONSTITUTION - PURPOSES

The purposes of this chapter are:

- SECTION 1.** To enhance the individual competence, knowledge and proficiency of members interested in all occupations in the Workforce Development arena.
- SECTION 2.** To provide an international forum for the exchange of information.
- SECTION 3.** To support administrators in carrying out programs; and to assist in the continued improvement of the administration of programs and services.
- SECTION 4.** To promote public and legislative awareness of the proficient services provided by the personnel of these programs.
- SECTION 5.** To provide information to members on proposed legislation and policy matters affecting these programs.
- SECTION 6.** To foster a close working relationship with organizations that have common concerns regarding the improvement of the Workforce Development arenas.
- SECTION 7.** To contribute toward the advancement of peace, goodwill and international understanding, through world fellowship among persons engaged in these programs.

ARTICLE III - CONSTITUTION - MEMBERSHIP

- SECTION 1.** Membership in the Association is classified as full, retiree and life in accordance with qualifications as set forth in the bylaws of the Association. The Iowa Chapter shall transmit memberships and dues based on these categories. The Iowa Chapter may establish additional sub-categories as required by law, regulation, governmental or chapter policy.
- SECTION 2.** The right to vote, make motions, second motions, place names in nomination, hold office, be nominated for and/or serve on one or more committees is granted to full or life members. Members paying retiree dues or life members who paid the retiree rate may fulfill any of the

aforementioned duties with the exception of holding office.

SECTION 3. Membership in this Association will not be held to be in conflict with membership in any other organization.

SECTION 4. Should an individual become ineligible to continue active membership during the course of a membership, that individual may continue to hold the elective office for the remainder of that membership year, if he/she desires.

SECTION 5. DUAL MEMBERSHIP. An active member of any Chapter of IAWP may be eligible for Dual membership in the Iowa Chapter upon payment of the State portion of the dues, for the purpose of being on the mailing list only.

SECTION 6. PAID UP LIFE MEMBERSHIP. Any member of this chapter may be considered for a Paid Up Life Membership. The Chapters Executive Board must approve each such nomination for life membership and submit its recommendation to the International Executive Board for approval along with International Membership fees for a fifteen (15) year period.

ARTICLE IV - CONSTITUTION - OFFICERS AND EXECUTIVE BOARD

SECTION 1. The elective officers of the Chapter shall be President, President-Elect, Vice President and Treasurer. The Office Support Representative shall be eliminated. The President shall appoint a Membership Representative who shall devote time on membership drives and perform such other duties as assigned. The officers shall be elected annually, except the President-Elect shall accede to the Presidency at the expiration of the term of that officer.

The President-Elect may be elected or appointed from any Zone. A minimum of two (2) candidates will be required on the ballot.

The elected Vice-President shall not have the right of automatic succession to either the Presidency or Presidency-Elect at the expiration of the terms of these officers.

In addition to the above elective officers, there shall be a Historian and a Recording and Corresponding secretary appointed by the President subject to the approval of the Executive Board.

These officers, the most recent immediate Past-President, the five Zone Chairpersons, one (1) from each Zone, shall constitute the Executive Board.

SECTION 2. Vacancies in the elective membership of the Executive Board and in any of the offices, except the Presidency or President-Elect, due to death, resignation, or other inability to serve, shall be filled by appointment by the Executive Board, and persons thus appointed shall take office immediately to serve out the term.

A vacancy in the office of the Presidency shall be filled by the President-elect for the remainder of the term. The elected Vice-President shall thereupon succeed to the President-Elect until the expiration of the term. In the event that both the President and President-Elect are unable to serve or their offices become vacant by death or resignation, the Vice-President shall succeed to the Presidency until the expiration of the term, a President-Elect and a Vice-President will be appointed by the Executive Board, by a majority vote, to also serve until the expiration of the term.

A vacancy in the Executive Board memberships from any Zone shall be filled by the Vice-Chairperson who succeeds to the Zone Chairpersonship.

- SECTION 3.** Officers and members of the Executive Board may be removed from office by a two-thirds (2/3) vote of the Chapter in good standing, present and voting at any meeting, providing that the Secretary shall have been given notice of the proposed removal in writing and bearing the signatures of fifty (50%) percent of the members of the Chapter in good standing, at least three (3) weeks before the meeting at which the vote is to be taken.

ARTICLE V - CONSTITUTION - MEETINGS

- SECTION 1.** The business of the Chapter shall be transacted at closed meetings unless otherwise determined by the Executive Board.
- SECTION 2.** The business of the Executive Board shall be transacted at closed meetings. At discretion of the President, guests may be invited to be present at such meetings.
- SECTION 3.** The annual Meeting shall be changed to rotate through the Zones in order beginning with Zone I in 1996, with the annual meeting being held no less than thirty (30) days before the International Convention as stated in Article VI, Section 5, of the Constitution - Nominations and elections. Should a Zone be unable to follow their normal rotation they may trade with another Zone providing it is with the approval of the Executive Board. Should a Zone be unable to conduct an Annual Meeting the date and place will be determined by the Executive Board.
- SECTION 4.** Profits derived from the Annual Meeting over and above any grants or monies from the Chapter shall be divided equally between the host Zone and the Chapter after all bills incurred have been paid. Should a loss be incurred, the Chapter, with the approval of the Executive Board, may underwrite the loss.
- SECTION 5.** At least one (1) regular meeting of the Chapter shall be held annually, and the date set by the Executive Board.
- SECTION 6.** Special meetings of the Chapter may be called by the Executive Board, or upon request of twenty-five (25) members of the Chapter, such request to be sent to the Secretary, who shall notify the Program Committee to make arrangements for such meetings. The Secretary shall mail notices at least one (1) week before the date of the Special Meeting.
- SECTION 7.** The Executive Board shall meet at the call of the President or upon the written request of five (5) members of the Executive Board.
- SECTION 8.** Twenty-five percent (25%) of members in good standing or ten percent (10%) of the membership, whichever is the lesser, shall constitute a quorum at Chapter meetings.
- SECTION 9.** A majority of the members of the Executive Board shall constitute a quorum for the Board.
- SECTION 10.** All meetings of this Chapter and of the Executive Board shall be conducted in accordance with Roberts Rules of Order Revised.
- SECTION 11.** Twenty-five percent (25%) of the members of a Zone in good standing shall constitute a quorum

for the transaction of any business coming before a Zone meeting, but only if there are members present from at least half of the Iowa Workforce Development offices in such Zone.

- SECTION 12.** Zones shall hold at least one (1) meeting each year at least thirty (30) days prior to the Chapter Annual Meeting, the time and place to be designated by the Zone Chairperson.

ARTICLE VI - CONSTITUTION - NOMINATIONS & ELECTIONS

- SECTION 1.** Elections for Chapter elective positions shall be held annually at a regular meeting of the Chapter, designated as the Annual Meeting. The time and place of the meeting will be established by the Executive Board.

- SECTION 2.** A Nomination Committee composed of a Chairperson and four (4) additional members shall be appointed by the President of the Chapter, with the approval of the Executive Board, not more than sixty (60) days after election to office.

The Nominating Committee will extend invitations to the active members of the Association for nominations for the elective offices at least ninety (90) days before the Annual meeting. Nominations shall be in writing, submitted to the Chairperson of the Nominating Committee, and with the consent of the person being nominated.

To be eligible for nomination to the office of President-Elect, a candidate must have served in some capacity on the Chapter Board, or held a Zone Office. A candidate nominated for one office shall not be considered for any other office.

- SECTION 3.** Sixty (60) days before the Annual meeting, the committee shall present to all members of the Association, a slate of at least two (2) nominees for each office. Nominations for any elective office may be made by petition of ten (10) or more members, in writing to the Secretary, at least three (3) weeks prior to the annual meeting. Nominations for office shall not be made from the floor at the Annual Meeting.

- SECTION 4.** Ballots containing the names of all nominees, arranged alphabetically under the office for which each is running, shall be mailed by the Secretary, to each member of the Chapter after all nominations have been made, and at least two (2) weeks before the date set for the annual meeting. Ballots shall be returned in two (2) envelopes, upon one (1) of which shall be marked "Official Ballot." All members desiring to vote shall mark their ballots and seal them in the envelope marked Official Ballot, enclosing the whole in the second envelope bearing the name of the member voting on the outside, which shall be mailed to the Secretary of the Chapter. All ballots are to be received by the Secretary, on or before, the Monday preceding the Annual Meeting. The Secretary shall first check the return name on the outer envelope against the membership list. The outer envelope shall then be discarded and the inner envelope opened by an Election Committee appointed by the President, and votes tallied for a report to the membership.

- SECTION 5.** Elected officers of the Chapter shall serve for a term of one (1) year. Zone officers will be elected at the Annual Zone Meeting prior to the State Convention and will serve for a term of one (1) year. Announcement of results of the election shall be made at the Annual Meeting of the Chapter and newly elected Chapter officers and Zone Chairpersons will be administered the oath of office. The Chapter shall install its officers at their Annual Meeting which is to be held no later than thirty (30) days prior to the International Meeting. The term of office

shall begin at the adjournment of the Annual Meeting and end with the adjournment of the next Annual Meeting for both Chapter and Zone officers.

- SECTION 6.** No individual may serve simultaneously as a State Chapter Officer and Zone Chairperson.
- SECTION 7.** Elections for Zone elective offices shall be held annually at a Regular Meeting of the Zone, designated as the Annual Zone Meeting. The time and place of the meeting will be established by the Zone Chairperson.
- SECTION 8.** A Nominating committee composed of a Chairperson and two (2) additional members shall be appointed by the Zone Chairperson, no more than sixty (60) days after election to office. The Nominating Committee will extend invitations to the Active members of the Zone for nominations for the elective offices at least ninety (90) days before the Annual Zone Meeting. Nominations shall be in writing, submitted to the Zone Chairperson of the Nominating committee, and with the consent of the person being nominated.
- SECTION 9.** Forty-five (45) days before the Annual Zone Meeting, the Nominating Committee shall present to all members of the Association in the Zone, a slate of at least two (2) nominees for each office. Nominations for any elective office may be made by petition of eight (8) or more members, in writing to the Zone Secretary at least three (3) weeks prior to the Annual Zone Meeting. Nominations for office shall not be made from the floor at the Annual zone Meeting.
- SECTION 10.** Ballots containing the names of all nominees, arranged alphabetically under the office for which each is running, shall be mailed by the Zone Secretary to each member of the Zone after all nominations have been made at least two (2) weeks before the date set for the Annual Zone Meeting. Ballots shall be returned in two (2) envelopes, upon one (1) of which shall be marked "Official Ballot". All members desiring to vote shall mark their ballots and seal them in the envelope marked "Official Ballot", enclosing the whole in the second envelope bearing the name of the member voting on the outside which shall be mailed to the Zone Secretary. All ballots are to be received by the Zone Secretary, on or before, the Monday preceding the Annual Zone Meeting. The Zone Secretary shall first check the return name on the outer envelope against the Zone Membership list. The outer envelope shall then be discarded and the inner envelope opened by an Election Committee appointed by the Zone Chairperson, and votes tallied for a report to the Zone Membership.
- SECTION 11.** Zone elective officers may be removed from office at any Zone meeting by a two-thirds (2/3) majority vote of the regular members of the Chapter in the Zone, providing that the Zone Secretary shall have given notices of the proposed removal in writing and bearing the signature of fifty (50%) percent of the members within the Zone jurisdiction in good standing, at least three (3) weeks before the Zone meeting at which the vote is to be taken.

ARTICLE VII - CONSTITUTION - ADOPTION

- SECTION 1.** This Constitution shall take effect upon its adoption by two-thirds (2/3) of the Chapter membership present and voting at the meeting designated for that purpose.
- SECTION 2.** All officers and committee members now serving shall remain in office until their successors have been elected or appointed in accordance with the terms of the Constitution.

ARTICLE VIII - CONSTITUTION - ZONES OF THE CHAPTER

- SECTION 1.** In order to further the objective of the Chapter and to increase the benefits of membership to each member within the State, there are hereby created for the members of the Iowa Chapter

five (5) Zones comprising the territory served by the Iowa Department Workforce Development.

Zone 1: Former Region 1, Department of Workforce Development Centers

Zone 2: Former Region 2, Department of Workforce Development Centers

Zone 3: Former Region 3, Department of Workforce Development Centers

Zone 4: Former Region 4, Department of Workforce Development Centers

Zone 5: Administrative Offices, Department of Workforce Development.

The above Zones 1,2,3,4, maintain their former boundaries as under the Department of Employment Services, Job Service Regions. (The Iowa Legislature changed the Department name to Iowa Department of Workforce Development and assigned different Departmental regions).

**BY-LAWS
OF THE
IOWA CHAPTER
OF
THE INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS
(I.A.W.P.)**

ARTICLE I - BY-LAWS

- SECTION 1.** By-laws may be written by a special committee appointed by the Chapter or by the Executive Board for that purpose. Such by-laws shall be submitted to the Chapter Membership at regular or special meetings and for adoption shall require a two-thirds (2/3) majority of the votes cast.
- SECTION 2.** By-laws may be presented by any member and adopted by a two-thirds (2/3) majority vote at any regular Chapter meeting.

CLASSES OF MEMBERSHIP

- SECTION 3.** Full Membership: Any person interested in the objectives of the Association as stated in Article II of the IAWP Constitution will be eligible for full membership and will continue to be eligible for full membership upon retirement. The Iowa Chapter fully complies with the membership categories as put forth in the Association's Constitution and By-Laws, but may have additional membership categories as determined by the Iowa Chapter.
- SECTION 4.** Life Membership: The International Association of Employment Security will confer a paid-up full membership in the Association for life upon any member who has held the elective office of International president of the Association. Any member of the Association may be considered for a paid-up life membership. The Iowa Chapter in recommending such life membership, must, with its recommendation, submit to the International Association appropriate fees as designated in Article III, Section 6, PAID UP LIFE MEMBERSHIP.
- SECTION 5.** Membership Fees: The Iowa Chapter membership dues for the calendar year will be established by action of the Chapter Executive Board at their first meeting held following the annual institute of the International Association.
- SECTION 6.** Annual Membership Fees due the Association: The annual membership fees are due and payable at the beginning of the calendar year. Members in the retiree category will pay dues at half the rate of full members.
- SECTION 7.** For life memberships recommended by the Iowa Chapter, the Chapter will submit an amount equal to the International Association fee, by membership class, for a 15 year period at the current dues rate on the date of the recommendation submitted for consideration at the international board meeting held prior to the annual meeting at which time the life membership is to be awarded.

ARTICLE II - BY-LAWS - DUTIES OF EXECUTIVE BOARD AND OFFICERS

- SECTION 1.** The Executive Board shall meet at least semiannually and shall exercise broad supervision over the activities and general policies of the Chapter, make such recommendations that said Board shall deem proper and in harmony with its aims, manage the financial affairs of the Chapter, give such financial assistance to the Zones as may seem desirable, and recommend ways and means for providing funds as the need may arise, review and render its opinion to the

Chapter of amendments referred to it for consideration, confer with officers and committees when requested, appoint new officers when vacancies occur and make recommendations to the Chapter for removal of officers. It shall pass on the membership and shall approve the appointment of the Secretary, and shall be responsible for reporting its actions to the membership. The President shall call meetings of the Executive Board as required.

SECTION 2. The President shall serve as the Chairperson of the Executive Board and shall preside at all Chapter and Executive Board Meetings. The President shall be an ex-officio member of all Chapter committees, except the nominating committee.

SECTION 3. It shall be the duty of the President-Elect to perform the duties of the Presidency in the President's absence, when for any cause the President is unable to serve. Should the Presidency be vacated, the President-Elect shall take over the duties of the President until a new President is elected at the next Annual Meeting.

SECTION 4. The Vice-President shall perform such duties as assigned by the President or the Executive Board. In the event of a vacancy in the office of President or President-Elect, the Vice-President shall succeed to these positions as outlined in the Constitution Article IV. Section 2.

SECTION 5. The Treasurer shall be the custodian of all Chapter funds and shall be responsible for keeping a record of all financial transactions. The Treasurer shall provide to the Chapter at its Annual Meeting a cumulative, detailed account of receipts and expenditures and funds on hand. The Treasurer shall submit a financial report of operations for the year at the first regular meeting following the close of each calendar year.

SECTION 6. The Corresponding and Recording Secretary shall be responsible for all correspondence concerning regular business of the Chapter (except as specifically handled by officers and committee chairpersons); also for notices that are regularly required or when directed by the President or Executive Board; for maintaining the permanent record and correspondence files of the Chapter, for performing such other duties as may be incidental to the office, or, as may be assigned by the Executive Board.

SECTION 7. The Executive Board shall have the authority to expend all funds of the Association, and to the extent that such Board deems funds of the Association are adequate, shall have authority to pay expenses necessarily incurred in the interest of the Association by any member of the Association in attending any meeting of any committee of which such person is a member. Until further amended by action of the Executive Board, mileage one way at the State rate will be allowed for transportation to the meetings. When transportation is shared, mileage will be paid to the driver only.

SECTION 8. The Historian shall maintain the records of the Chapter, and prepare and maintain a summary of each years activity. Committee Chairpersons should prepare a summary of activity for the year and submit to the Historian at the end of the committee year. The records should include a list of those attending the International each year, and those serving on International Committees.

ARTICLE III - BY-LAWS - STANDING AND SPECIAL COMMITTEES

SECTION 1. The President of the Chapter, with the advice and consent of the Executive Board, shall appoint the Chairperson of the following standing committees; Membership Committee, Program Committee, Publicity Committee, and Auditing Committee.

- SECTION 2.** The Chairperson of each standing committee, with the exception of the Auditing, shall appoint the members of their committee with the consent and advice of the Executive Board. The Executive Board shall fix the number of members to be appointed to each committee with the exception of the Auditing Committee. The President shall appoint members to the Auditing Committee.
- SECTION 3.** The duties of the Membership Committee shall be to stimulate interest in membership, to pass upon all applications for membership and to verify the membership of those in attendance at all meetings of the Chapter when necessary.
- SECTION 4.** It shall be the duty of the Program Committee to plan education and research activities, to formulate and organize programs, to assist other committees in fulfilling their functions, and to coordinate and submit a report of all Chapter Activities to the International Chapter Activities Committee.
- SECTION 5.** It shall be the duty of the Publicity Committee to issue publicity for the Chapter through all available media.
- SECTION 6.** The Auditing Committee will assume the responsibility of the audit of Chapter funds, with a written report submitted to the Executive Board.
- SECTION 7.** An Awards Committee will be responsible for the promotion of the Awards Program of the Chapter, and will submit a detailed report to the Program Committee Chairperson for inclusion in the International Chapter Activities report.
- SECTION 8.** Special Committees may be appointed by the Chapter and by the Executive Board whenever they deem it necessary. The duties of these committees shall be formulated by the body authorizing their appointment. Their activities shall be reviewed and reported to both the Executive Board and their membership.
- SECTION 9.** Members of the committees shall be selected from various Zones throughout the State, and if practical, not more than one (1) member from the same Zone shall serve on the same committee.

ARTICLE IV - BY-LAWS - DUES AND ASSESSMENTS

- SECTION 1.** Beginning January 1, 1999, annual dues for full, retiree and life in accordance with the qualifications as set forth in the bylaws of the Association except retirees, shall be in addition to the amount of International dues. Such dues will be deposited to State chapter funds; fees for zone members will be returned to the appropriate zone; and District X dues shall be paid for each member to District X.
- The annual dues for a Dual Membership shall be retained by the Chapter.
- SECTION 2.** Members who are on payroll deduction to pay membership dues and who wish to drop their membership in the Chapter should contact the IWD payroll section for the proper procedure and details to follow. Members on payroll deduction and who wish to drop their membership should notify the Chapter Treasurer before the following January 31 in order to obtain any rebate. If no notification is received by January 31 of the following year for which dues may be refunded will revert to the Chapter treasury.
- SECTION 3.** Annual dues shall be payable for the calendar year on or before February 1st of the year. New

members joining on or after July 1st shall be accorded Active Membership for the balance of that year and the entire calendar year following.

- SECTION 4.** Zones may levy special assessments upon the members of their Zone at any meeting by a majority vote of the members present.

ARTICLE V - BY-LAWS - AMENDMENTS

- SECTION 1.** This Constitution may be amended at any meeting of the Chapter regularly called.
- SECTION 2.** Proposed amendments to the Constitution shall be submitted to the Executive Board at least thirty (30) days prior to the Chapter meeting. A copy of the proposed amendment shall be sent by the Secretary to each chapter member at least two (2) weeks before the meeting at which it is to be considered for action. Such amendments shall require a two-thirds (2/3) majority of the votes cast for passing.
- SECTION 3.** No amendments shall be operative until it has been ratified by the National Executive Committee.

ARTICLE VI - BY-LAWS - ZONE OFFICERS

- SECTION 1.** The elected officers of the Zone shall be a Zone Chairperson, Vice-Chairperson and Treasurer.
- SECTION 2.** The Zone Chairperson shall have the authority to appoint the Zone Secretary.
- SECTION 3.** The Zone Chairperson shall serve as a member of the Executive Board of the Chapter.
- SECTION 4.** If the Zone Chairperson vacated the office or resigns, the vice-Chairperson shall become Zone Chairperson and the Zone shall immediately thereupon elect a Zone Vice-Chairperson.

ARTICLE VII - BY-LAWS - PAID DELEGATES

- SECTION 1.** The delegates to the International Meeting shall be the President, the Immediate Past-President, and as many alternate delegates as may be allotted to the Iowa Chapter by the International Organization. These alternates shall be elected at the Annual Meeting by the membership and shall be designated as Alternate No. 1 and Alternate No. 2. Alternate No. 1 shall be considered the paid delegate to the International Meeting in addition to the President and Immediate Past-President. In the event the number of delegates allotted by the International Organization is increased, then the number of alternate delegates shall be increased to equal the allotted number. In the event the alternates or any delegate cannot serve, then a successor shall be chosen by the Executive Board in the same manner as provided in Article IV. Section 2. - CONSTITUTION.
- SECTION 2.** The President has the authority to nominate Chapter members to serve on International Committees and on panels of the International Association, provided it has made these opportunities known each year.

**CONSTITUTION AND BY-LAWS
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PROCEDURAL SECTION

- Section PS 1.** This new section was voted unanimously by the Executive Board of the Iowa Chapter IAWP, acting in formal session, November 2, 1994, at Oskaloosa, Iowa, and states that a procedures section be established as a separate entity from the Constitution and By-Laws whereby procedures recommended by a Board would be listed for accessibility by forthcoming officers and executive boards.
- Section PS 2.** The Executive Board acting in a formal session November 2, 1994, at Oskaloosa, Iowa, unanimously adopted the motion by Pat Hilton that beginning with the President-Elect for the 1995 - 96 Chapter year and henceforth would be able to appoint a Vice-Chairperson for each committee on the Executive Board to aid in continuance and provide continuity.
- Section PS 3.** Rules of Order. Article V, Section 10 of the Constitution requires all meetings to be conducted in accordance with Roberts Rules of Order Revised. To this end Roberts Rules of Order shall govern the parliamentary practice of the Iowa Chapter of IAWP in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the Iowa Chapter.
- Section PS 4.** Motions made in special, regular or annual meetings should be presented following the newer procedure of motion proposals such as: "I move that... Instead of "I make a motion that." . . . Motions must be seconded, then the Chair will ask, "Is there any discussion or question?" If none, or upon completion of discussion, the Chair will then state the motion and call for aye or nay votes and then state the motion does pass or did not pass.
- Section PS 5.** The Executive Board acting in a formal session, January 26, 1995, at Des Moines, Iowa, unanimously adopted the motion by Steve O'Brien -That a Disaster Relief account for future disasters will begin at the State Meeting in 1995 in a method to be determined by the President, and continue at each Annual Meeting thereafter.
- Section PS 6.** The Executive Board acting in a formal session, January, 1994, at Des Moines, Iowa, unanimously adopted the motion by Shirley Lemon, -That all profits from Zone Meetings and Seminars, as well as the State Meeting, will be split 50 - 50 with the State chapter in order to put the State Chapter on a "pay as you go" basis.
- Section PS 7.** The Executive Board acting in a formal session, May 5, 1993, at Cedar Rapids, Iowa, unanimously adopted the motion by Shirley Lemon, That we pay the early registration fees for the President, Past-President and the first elected delegate to the International Conventions.
- Section PS 8.** The Executive Board acting in a formal session, May 5, 1993, at Cedar Rapids, Iowa, unanimously adopted the motion by Jim Couch, That we reimburse the outgoing Chapter Presidents \$100 for their red jacket.

Section PS 9. The Executive Board acting in formal session July 18, 1996, at the Workforce Development Center, 215 Keo Way, Des Moines, Iowa, unanimously adopted the motion by Kris Bell, Zone 5 Chair, to increase the amount of money that could be approved to be taken from the 1990 scholarship fund from \$750.00 to \$1,000.00 in order to help defray speaker and other costs of Iowa Chapter or Zone-sponsored institutes and seminars. A second motion by Mila Baier, Zone 2 Chair, was proposed to reduce the required time limit for making Scholarship fund money requests from forty-five (45) days to thirty (30) days. Motion unanimously carried.

Section PS 10. The Executive Board acting in formal session July 10, 1997, at the Holiday Inn North, in Des Moines, Iowa, unanimously adopted the motion that payment of delegate registration fees to the International Meeting be made before the end of the early registration deadline. Motion unanimously carried.

Section PS 11. The Executive Board acting in formal session November 3, 1994 at the Workforce Development Center, Oskaloosa, Iowa, unanimously adopted the motion that funds from the Bibler-Moore Scholarship Fund are to be used only for educational purposes, for either state or zone institutes or for IAWP members for individual educational scholarships. Only the interest will be awarded yearly leaving the \$2000 fund intact. Such applications must be made to the Education Chairperson for approval of disbursement of monies from the fund.

Section PS 12. The Executive Board acting in formal session, December 3, 1998, at The Inn at Merle Hay, Des Moines, Iowa formally accepted a check from Keith Schroeder for \$25 to be placed in the Disaster Relief Fund account to maintain and keep the account open for future disasters. A \$25 minimum must be maintained in the account after any disbursement.

Section PS 13. The Executive Board acting in formal session, December 3, 1998, at The Inn at Merle Hay, Des Moines, Iowa, adopted the following procedural rule that additional funds coming as a Rebate on memberships if an individual joins IAPES at an institute that such difference will be Obtained from non-member registration fees.

Section PS 14. The Executive Board acting in formal session, July 13, 2000, at the Clive Workforce Development Center, Clive, Iowa, unanimously adopted the motion made by John Taylor and seconded by Penny Dow that the disbursement amounts for dues to International, District and Zones be listed in the Procedural Section to assist officers in following years in getting the disbursements made timely and in the appropriate amounts.

The following disbursements from dues are to be made. This breakout of dues is in effect for 2000- 2001 and will remain thus until such time as International or District has a change in their dues structure.

Of the \$40 per member dues of the Iowa Chapter, \$30 goes to the International, \$.75 to District X and \$.50 to the Zone the member belongs to.

Of the \$20 per retired member dues of the Iowa Chapter, \$15 goes to the International, \$.75 to District X and \$.50 to the Zone the member belongs to.

The annual membership fees due the Association are due and payable at the beginning of each calendar year. The International dues are payable January 1 each year.

The District X dues are to be paid no later than 30 days after the close of the International Convention, as outlined in the District Constitution.

The Zones are to be reimbursed for their members no later than 30 days after the conclusion of the Chapter Annual Meeting, as outlined in the Iowa Chapter Constitution and Bylaws.

Section PS 15. The Executive Board acting in formal session, December 7, 2000, at 150 Des Moines Street, Des Moines, Iowa, unanimously adopted the motion that the board accepts authorized e-mail vote for any board action.

Section PS 16. The Executive Board acting in formal session, July 22, 2003, at Clive IWD Office, Clive, Iowa, adopted new dues for the 2004 Calendar Year of \$60 per regular member and \$30 per retiree member of the Iowa IAWP Chapter.

The following disbursements from dues are to be made. This breakout of dues is in effect for Calendar year 2004 and will remain thus until such time as International or District, or a vote of the Iowa Chapter Executive Board has a change in their dues structure.

Of the \$60 per regular member dues of the Iowa Chapter, \$42 goes to the International, \$.75 to District X and \$.50 to the Zone the member belongs to.

Of the \$30 per retired member dues of the Iowa Chapter, \$21 goes to the International, \$.75 to District X and \$.50 to the Zone the member belongs to.

The annual membership fees due the Association are due and payable January 1 of each calendar year. The International dues are payable January 1 each year.

The District X dues are to be paid no later than 30 days after the close of the International Convention as outlined in the District X Constitution.

The Zones are to be reimbursed for their members no later than 30 days after the conclusion of the Chapter Annual Meeting, as outlined in the Iowa Chapter Constitution and By-laws.