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| Ohio Chapter of IAWP  The Cardinal |
| A HANDBOOK FOR  **THE** OHIO CHAPTER OF  IAWP OFFICERS AND COMMITTEES  Est. 1988 Revised 2016 |

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INTRODUCTION

In May of 1988, incoming Ohio Chapter President Thomas Buescher asked the Past Presidents Club to assemble a comprehensive Officers Handbook as a guide for the efficient and effective operation of the Chapter. The long needed task was directed by President of the Past Presidents Club, Richard Shoemaker.

Due to the extensiveness of this book, only a limited number have been produced. As changes occur in the offices of the Chapter, the Handbooks are to be passed on to the incoming officers. It is the responsibility of the President to make copies as needed of individual items in the Handbook for distribution to Committee Chairs and Area Representatives.

The original edition of this Officers Handbook will be held by the President of the Past Presidents Club. It will be the responsibility of an appointed committee by the current Chapter President to make any necessary changes, additions and/or deletions and see that they are distributed to the other holders of the Handbook for inclusion.

**\*\*\*\*\*REMEMBER\*\*\*\***

As an officer or appointed leader you should make yourself familiar with the policies contained within this guide. Please make copies available to your successor.

ACKNOWLEDGEMENTS

Past Presidents who participated in the Officers Handbook Project:

Richard E. Shoemaker (1974-75, 1982-83) Arlene J. Keethler (1979-80)

Dan Kleckner (1985-86) Virginia Milligan (1986-87)

Others who contributed articles were: Nancy Dais, Treasurer

Kerry Coughlin, First Vice President

Dwight Garner, Legislative Chair

The final product is the result of patience, persistence and perspiration. Kerry Coughlin edited and entered the articles on computer disk for future reference. Nancy Dais proofed the final draft. Members of the Chapter “Sweat Team” (President’s Advisory Committee) Russ Wasson, Kerry Coughlin, Pat Durkin, Arlene Keethler, Debbie Kleckner and Dick Shoemaker made many suggestions and changes. Mike Stone and the Executive Staff at International Headquarters printed the final edition.

Special thanks to Richard E. Shoemaker, President of the Past Presidents Club, for bringing the dream to life.

Thomas P. Buescher Ohio Chapter President December 1988

**Section 1: Constitution and By-Laws**

**OHIO CHAPTER OF INTERNATIONAL ASSOCIATION OF**

**WORKFORCE PROFESSIONALS**

**CONSTITUTION**

**SECTION I ARTICLE I – NAME**

The name of this organization shall be the

Ohio Chapter of the International Association of Workforce Professionals

**SECTION I ARTICLE II – OBJECTIVES**

The objectives of this organization are to:

A. Enhance the individual competence, knowledge, and proficiency of members engaged in all occupations in the field of workforce development, training, and related programs; and to promote cooperative action among all administrative levels.

B. Provide an International forum for the exchange of information.

C. Support Administrators in carrying out programs and to assist in the continued improvement of the administration of programs and services.

D. Promote public and legislative awareness of the proficient services provided by the personnel of the programs.

E. Provide information to members on proposed legislation and policy matters affecting these programs.

F. Foster a close working relationship with organizations that have common concerns regarding the improvement of workforce development, training and related programs.

G. Contribute toward the advancement of peace, goodwill, and international understanding through world fellowship among persons engaged in these programs.

**SECTION I ARTICLE III – MEMBERSHIP**

A. Membership in the Chapter shall be classified as:

1. **FULL MEMBERSHIP** – Any person interested in the objectives of the Association as stated in Article II of the Constitution will be eligible for full membership and will continue to be eligible for full membership upon retirement.

2. **LIFE MEMBERSHIP** – The Association will confer a paid up full membership on the Association for life upon any member who has held the elected office of International President of this Association. Any member of the Association may be considered for a paid up life membership. The chapter recommending such Life Membership must, with its recommendation, after approval of the Executive Board, submit to theInternational Association appropriate fees as designated in Article II, Membership Fee.

B. The right to vote, make motions, second motions, place names in nomination, hold office, be nominated and/or serve on one or more committees shall be confined to full and life members in good standing, except that full and life members in retired status shall **not** be eligible to hold an elective office. To be nominated for and hold office, the person must have been a full or life member in good standing for a minimum of two years immediately prior to the year of said nomination and/or election to office.

C. Application for membership shall be submitted in writing to the Treasurer, accompanied by the annual membership fee which is due and payable at the beginning of each calendar year; either by one lump sum or through bi-weekly payroll deduction program.

**SECTION I ARTICLE IV – AREA ORANIZATION**

The state shall be divided into areas by counties as follows:

**Area I Area II Area III** Allen Mercer Ashland Ashtabula Auglaize Ottawa Cuyahoga Columbiana Crawford Paulding Erie Geauga Defiance Putnam Huron Jefferson Fulton Sandusky Lorain Lake Hancock Seneca Medina Mahoning Hardin Van Wert Portage Trumbull Henry Williams Richland

Lucas Wood Summit

Marion Wyandot Wayne

**Area IV Area V Area VI**

Butler Logan Delaware Licking Belmont Morgan ChampaignMadison Fairfield Morrow Carroll Muskingham Clark Miami Franklin Perry Coshocton Noble

Darke Montgomery Hocking Pickaway Guernsey Stark

Fayette Preble Knox Union Harrison Tuscarawas Greene Shelby Holmes Washington

Monroe

**Area VII**

Adams Clinton Jackson Ross Athens Gallia Lawrence Scioto Brown Hamilton Meigs Vinton Clermont Highland Pike Warren

**SECTION I** **ARTICLE VI – ADMINISTRATIVE ORGANIZATION**

A. Officers – The officers of the Chapter shall consist of a President,

, President Elect, a Vice President, a Secretary, Treasurer, and an

Assistant Treasurer.

B. Executive Committee – There shall be an Executive Committee consisting of the President, who shall act as Chair, all other officers of the Chapter, the most IMMEDIATE Past President, the President of the Past Presidents Club, and one representative from each of the Areas in Article IV.

C. Other Committees:

1. Standing Committees shall be designated after the annual

meeting as follows:

a. Award of Merit b. Professional Practices

c. Citation Award d. Constitution & By-Laws

e. Credentials f. Education

g. Employee Performance Award

h. Hall of Fame i. Legislation

j. Membership k. Nominating l. Publications (Cardinal) m. Retirees n. Services to People with Disabilities

o. Veterans Affairs Disabilities p. Ways and Means

2. Special Committees – may be appointed by the presiding officer as deemed necessary or advised for the proper prosecution of the business of the Chapter, and may be delegated such authority as deemed proper so long as it is consistent with all other provisions of the Constitution and By-Laws.

3. All Chairs and committees shall serve at the pleasure of the appointing officer, or until relieved.

D. Board of Trustees, Elder R. Herring Memorial Foundation – There shall be a board of Trustees to administer the Elder R. Herring Memorial Foundation, consisting of five members. The President of the Past Presidents Club, who shall serve as Chair of the Board of Trustees, and the President of the Ohio Chapter I.A.W.P. shall be members. One of the three other Trustees shall be elected for a term of three years at the Ohio Chapter Annual Meeting in the same manner provided in Article VII. This will provide a newly elected member each year. In the event the Past Presidents Club is inactive, the Immediate past President of the Ohio Chapter I.A.W.P. shall serve as Chair until the next annual meeting.

E. Past Presidents Club – An organization of former Presidents of the Ohio Chapter I.A.W.P. is hereby recognized. The Past Presidents Club may adopt its own form of governance and select any officers so long as it is not inconsistent with the Constitution and By-Laws of the Ohio Chapter. The President shall be the Chair of the Board of Trustees of the Elder R. Herring Memorial Foundation.

**SECTION I ARTICLE VII –**

**ELECTION OF OFFICERS AND AREA REPRESENTATIVES**

A. The officers of the chapter shall be elected at the Annual Meeting, by majority vote, following the procedures set forth elsewhere in this constitution, except that the Secretary shall be appointed by the President and the Treasurer and Assistant Treasurer shall be appointed by the Executive Committee. Each officer shall hold office for one term or one year, or until a successor is duly elected or appointed and qualified. To be nominated for and hold office, the person must have been a full and/or life member in good standing for a minimum of two years immediately prior to the year of said nomination and/or election to office.

B. Area Representatives shall be elected for a term of two years or until successors are duly elected and qualified. Odd numbered areas will elect Area Representatives in the odd numbered years, and even numbered areas will elect representatives in even numbered years. The Area Representative shall be elected by a majority vote of the full members of each area in a caucus held at the Annual Meeting at which time the officers are elected.

C. A Nominating Committee of five full members in good standing shall be appointed by the Executive Committee. It shall prepare a list of one or more nominees for each elective office, with the exception of President. The current President Elect shall automatically assume the office of President. The Nominating Committee shall also prepare a list of one or more nominees for Area Representative for each of those Areas which will elect Representatives at that Annual Meeting by mail to all offices and stated for posting. Nominations may also be made from the floor. The nominating Committee will insure that all names placed in nomination meet the membership criteria specified in section VII A.

D. A Credentials Committee of three full members in good standing shall be appointed by the Executive Committee prior to the Annual Meeting, and the names announced at the beginning of the business Session of the Annual Meeting.

1. The Treasurer shall certify to the Credentials Committee, not later than 9 p.m. of the day preceding the annual meeting, the paid and/or dues deduction membership list as reflected by the Treasurer seven days prior to the annual meeting.

E. Election of officers shall be by written ballot of the members in good standing attending the Spring Institute business meeting.

F. The Annual Meeting shall be held not less than forty-five days or more than ninety days prior to the International

Convention, at which time Chapter Officers, appropriate

Area Representatives and Elder R. Herring Memorial

Foundation Trustees shall be elected and installed.

**SECTION 1 ARTICLE VIII – DUTIES OF OFFICERS**

A. President – The President shall preside at all meetings of the Executive Committee of the general membership, and shall conduct the business of the Chapter in accordance with the policies established by the Executive Committee of the general membership. The President shall call special meetings of the Executive Committee when it is deemed advisable. The President shall appoint all committees not otherwise provided for, and shall be an ex-officio member of every committee except the Nominating Committee. The President shall also be a member of the Board of Trustees of the Elder R. Herring Memorial Foundation and serve for one year. A vacancy in the office of the President shall be filled by the President Elect who shall serve the balance of the term plus the following full term. When a vacancy occurs in any elective office other than that of President, the President shall reassign the duties of that office to other officers and/or Area Representatives, and that office shall remain vacant until the next annual meeting. When a vacancy occurs in an Area Representative position, the President shall request the area membership to replace the person within a specified time period. If the membership does not designate a replacement within the specific time period, the Executive Committee shall appoint a member to serve for the remainder of the term.

B. President Elect – Shall oversee and coordinate the activities of the various award committees, solicit and submit for approval bids from areas to host the fall convention, serve as liaison between the Executive Committee and the hosts of the spring and fall meetings and other duties as assigned by the President. Chair the Award of Merit Committee.

C. Vice President – The Vice President shall serve in accordance with his/her rank during the absence of the President. Chair the Membership Committee and establish the annual membership campaign and other duties as assigned by the President

.

D. Secretary – The Secretary shall record the proceedings of the general meetings of the Chapter and the Executive Committee meetings in the official minutes; mail notices of meeting; keep the rolls of attendance for Executive Committee members; under the supervision of the President, carry on the correspondence of the Chapter; bring to each meeting the book of minutes, a copy of the current Constitution and By-Laws, etc.; and order from the International Office all supplies and awards for presentation by the Chapter.

E. Treasurer – The Treasurer shall receive applications for membership and issue Membership cards; keep the rolls of membership; forward appropriate funds collected from the membership to the International Office; certify to the Credentials Committee of the Chapter the membership as required prior to the Annual Meeting; maintain necessary files; provide for each Executive Committee meeting and all annual chapter meetings the necessary records; shall have custody of all funds of the Chapter and shall disburse chapter funds only at the direction of the President, subject to the approval of the Executive Committee at every official meeting and general membership meeting.

F. Assistant Treasurer - This office will be filled by appointment of the President, upon recommendation of the Treasurer, and subject to the approval of the Executive Committee. The term of office will be the same as the Treasurer. The Assistant Treasurer will have authority to disburse funds in the same manner as the Treasurer provided in Article VIII-G in the case of death, resignation or removal or other absence of the Treasurer, until the vacancy is filled.

G. Executive Committee – The Executive Committee shall

Exercise broad supervision over all activities and general policies

of the Chapter, authorize the expenditures of funds for the

business of the Chapter, and fill vacancies occurring in the

offices and Executive Committee until the next meeting.

H. Area Representatives – The Area Representatives shall represent the Executive Committee in their respective Areas and vice versa. They will be required to attend at least one meeting of any sub-chapter within their area. If the Area Representative is absent without excuse from two consecutive meetings of the Executive Committee, the Area Representative shall be deemed to have resigned, and the Executive Committee will immediately fill such vacancy as provided for in Article VIII – G of the Constitution.

I. Board of Trustees, Elder R. Herring Memorial Foundation – The Board of Trustees shall establish policies and exercise control over the investment of funds specifically assigned or designated to the Elder R. Herring Memorial Foundation. The earnings of such funds will be disbursed only on the approval of the Executive Committee as provided for in Article VII-G. The Board shall meet yearly at the time of the Annual Meeting or at the special call of the Chair of the Board. It is the duty of this Board to insure that this perpetual fund be utilized in a manner commensurate with the purposes and ideals for which it was initiated, such as an award of merit or a scholarship fund.

SECTION IARTICILE IX – **QUORUM**

A. Thirty-five full members shall be a quorum at the annual or other general membership meeting for the transaction of business.

B. A majority of the members of the Executive Committee shall

constitute a quorum.

SECTION I ARTICLE X – **PARLIAMENTARY PROCEDURE**

A. *Robert’s Rules of Order, Revised* shall govern those proceedings

of the Chapter not specified in the Constitution or By-Laws.

B. The presiding officer may appoint a full member to act as

Parliamentarian.

SECTION I ARTICLE XI – **AMENDMENTS**

Proposed amendments to the constitution shall be submitted to the membership at least thirty days prior to any regular meeting and shall require a majority vote of full members present and voting for adoption.

Amended May 5, 2000

**OHIO CHAPTER**

**INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS BY-LAWS**

A. The Executive Committee shall have the authority to expend the money belonging to the Chapter, and shall be authorized to reimburse the members of the Executive Committee for travel expenses incurred in traveling to and from Executive Committee meetings. Executive Committee members shall also be reimbursed for travel expenses to attend a maximum of two sub-chapter meetings within their respective districts per calendar year. Expenses incurred by Standing and Special Committee members shall be reimbursed at the discretion of the Executive Committee. Reimbursement for all travel mentioned above will not exceed prevailing Ohio Department of Job and Family Services rate per mile traveled, provided the funds of the Chapter are deemed adequate.

B. The Chapter shall pay the actual expenses for travel, lodging and reasonable expenses (such as meals, registration, etc.) plus a hospitality room allowance for the Immediate Past

President to attend the annual International Convention. All receipts and financial report must be submitted to the Executive Board at the Summer Board meeting.

C. The Chapter shall pay one-half (1/2) the actual expenses for travel, lodging and reasonable expenses (such as meals, registration, etc.) for the President to attend the annual International Convention. All receipts and financial reports must be submitted to the Executive Board at the Summer Board meeting. The expenses shall be reimbursed for the office only.

D. Membership dues, or payroll deduction authorization forms for those electing payroll deduction must be in the hands of the Treasurer on or before the seventh day prior to the annual meeting when Officers are elected, as an eligibility requirement for voting privileges at the Annual Meeting.

E. Officers and Area Representatives shall take office on the day elected

and qualified.

F. In addition to the Annual Meeting, the Chapter shall hold a business meeting of the general membership each year at the fall meeting as determined by the Executive Committee. Other meetings may be called by the President, or upon the request of a majority of the Executive Committee, or by twenty-five percent of the full membership.

G. The Treasurer shall be bonded in such amount as deemed adequate by the Executive Committee. The cost of such bond to be paid by the Chapter.

H. The Chapter may provide for an Assistant Treasurer. This office will be filled by appointment of the President, upon recommendation of the Treasurer, and subject to the approval of the Executive Committee. The term of office will be the same as the Treasurer. The Assistant Treasurer will have authority to disburse funds in the same manner as the Treasurer provided in Article VIII-G in the case of death, resignation or removal or other absence of the Treasurer, until the vacancy is filled.

I. The Central Ohio Sub-Chapter (Columbus) is the sponsor of the annual

Ohio Chapter Spring Institute. Areas and/or individual

cities may bid to sponsor the fall convention

J. The Chapter, with the majority consent of the Executive Committee, shall advance a loan as Determined by the Executive Committee of at least $600 to help defray the expenses of the institute and/or convention. The sponsor shall submit a detailed financial report to the Chapter President as soon as all indebtedness of the institute or convention has been met, but no later than the first Executive Committee meeting following the date of the institute or convention. If the sponsoring area, sub-chapter or city, after repayment of the Chapter loan, has a remaining profit, it will retain half of said profit and present the remaining half of the profit to the Chapter. The Chapter share of any profits will be placed in the general funds of the treasury for the general benefit of the Chapter

K. The Executive Committee shall meet at least twice during the year

between Annual Meetings. The Executive Committee shall audit the

financial records within 60 days of the Spring Institute.

L. To be eligible for nomination and election to the position of International District VII Representative, a member must be a full member in good standing of the Ohio Chapter and either be a Past President of the Ohio Chapter or have chaired an International Committee.

M. When it is the turn of the Ohio Chapter to select an International District Representative Elect to the International Association, said International District Representative Elect will be elected according to the methods and procedures set forth in Article VII of the Ohio Chapter Constitution. An Alternate to the International District Representative Elect, who will serve in the absence of said District Representative Elect, will also be elected in the same manner and at the same time. Both the International District Representative Elect and the Alternate must have the endorsement of the agency Administrator and must meet the qualifications set forth by By-Law L above. The following year those elected will automatically assume the posts of International District Representative and Alternate upon endorsement of the other Chapters within the International District.

N. These By-Laws may be amended, if submitted to the membership at

least thirty (30) days prior to a regular meeting, by a majority of the

vote cast thereon. Otherwise, these By-Laws may be amended at a

regular or special meeting by a two-thirds majority of the votes cast

thereon.

O. The Chapter will pay lodging expenses for the President at the

Spring Institute and Fall Convention.

Amended May 5, 2000

SECTION II **REPORTING PROCEDURES**

**What’s in a Report?**

The individual reports of activities of the Chapter are its lifeline. Reports keep a running account of the progress of the Chapter and become its history. All tax related documentation shall be kept for a period of 10 years all other Chapter related documentation shall be kept for a period of 5 years. At the discretion of the board awards, pins, trophies or plaques shall be documented or photographed and maintained electronically.

1. All reports are submitted electronically 14 days prior to

executive board meetings addressed to the Chapter President

and Secretary.

2. In the case of committee reports, the committee members are

listed in the body of the report.

3. Goal & projects are explained concisely and to the point.

4. Results of the goals & projects are listed and explained.

5. Any and all expenses are listed separately and totaled.

6. The report must contain Chairman’s name and title.

7. Executive board members must submit their reports electronically

on a quarterly basis7 days prior to Executive Board meeting. (Board Members who also chair committees submit electronically their Committee reports at the same time.)

8. Committee Chairs who are not members of the Executive Board, must submit an electronic copy of their report to the President prior to the quarterly meetings of the Executive Board.

9. Fliers or other materials should be attached to the report.

10. Reports of activities cover periods between reports with the final report covering the entire year (May 1st through April 30th).

11. All individual files (Officers, Area Representatives and Committees) shall be passed on to each person’s successor immediately following the vacating of the position.

Section III **OFFICERS**

**A. PRESIDENT**

POSITION: President

HOW ATTAINED: Automatically assumes the position from the President

Elect

AUTHORITY: Ohio Chapter Constitution Articles VI-A, B, C, D; VII-A, C; VIII-A; X-B; By-Laws C, F, H

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Presides over all meetings of the Chapter Executive Board and the

general membership.

2. A written agenda for each meeting to include:

a) Roll call

b) Officer and Committee Reports

c) International updates

d) Unfinished business

e) New business

3. Conducts the business of the Chapter in accordance with the

policies established by the

4. Executive Board and/or membership following Robert’s rules of

order.

5. Calls special meetings of the Executive Board when deemed

advisable.

6. Appoints all committee chairs not specified in the Chapter Constitution (should be a cross section of the state).

7. When asked, may assist the Committee Chair in selecting

committee members.

8. Is an ex-officio member of all committees with the exception of the

Nominating Committee.

9. Is a member of the Board of Trustees of the Elder R. Herring

Memorial Foundation for the one (1) year term of office.

10. May **NOT** discuss any issue from the chair; must step down and

turn the chair over to the next highest ranking officer present.

11. May only vote on an issue to break a tie.

12. First duty after taking office is to present the Past President’s Pin

to the outgoing President.

13. A special Board Meeting is to be called following the Spring Institute General Meeting to distribute to all new Board and Committee Chairs as to their responsibilities.

14. Ensures that all reports are filed with the International on time according to International guidelines.

15. Responds to the needs of the International District VII Representative and the International officers.

16. Reviews the minutes of the previous two (2) years for unresolved items and then follows through.

17. Reviews all committee and Executive Board reports to ensure that procedures are being followed and duties completed.

18. Prepares and submits to International the IAWP Committee Assignments & Association Directory Listings by June 1st. Copies are also sent to all Ohio Board members and appointed committee chairs.

20. Plans training of the Executive Board members on the Constitution, membership, procedures, awards, committees, professional practices, areas, etc.

21. Within sixty (60) days following installation, and in the event of appointment of a new agency administrator, requests an appointment and meets personally with the Agency Administrator to explain the Chapter’s programs and goals and to enlist administrative support.

22. Receives from the outgoing Chapter President the previous files; reviews the same for pertinent and ongoing materials; the remainder is turned over to the historical file for review and possible retention.

23. Makes nominations for International Committee members and sends

nominations to the International headquarters for consideration

within thirty (30) days.

24. Sets the dates and sites for the Executive Board meetings (usually quarterly with the spring at the Spring Institute and the fall at the Fall Convention). Responsible for reserving the venue and meeting room for the summer and winter meetings.

25. Assures that Resolutions are prepared in advance and distributed

by the Resolutions Chair.

26. Must approve and sign all Logan Chambers and F. Scott Boyd International education grants. Grant requests can be received through the International Educational Chair (refer to International Handbook Chapter 4).

27. Prepares and submits in writing to the Agency Administrator for approval and issuance. Memos for excused leave for the international convention, spring institute, and fall convention.

28. International Convention Duties:

A. Plans for whatever will be done at the upcoming International Convention such as: ordering of pins, sales, handouts, hospitality, etc. (These plans

will be implemented during the succeeding term as Immediate Past President);

B. Keeps attendance of the Ohio delegation at the International Convention for administrative review to be kept as permanent part of Presidents’ records

C. Establishes a time and place for the Chapter caucus at the International Convention, sees that it is posted, published in the “Flash”, announced from the podium, and presides at the caucus. Attendance will be taken and will become a permanent part of the Presidents’ records;

D. Makes certain all officers and committee chairs are aware of, and recommend training sessions pertinent to, respective duties.

29. Upon completion of term all records must be forwarded to

incoming President.

**B. PRESIDENT ELECT**

POSITION: President Elect

HOW ATTAINED: Elected by the general membership

AUTHORITY: Ohio Chapter Constitution Articles VI-A; VII-C; VIII-B

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. President Elect is a voting member of the Chapter Executive Board.

2. Chairs the Award of Merit committee.

3. Oversees and coordinates the activities of all award committees by providing them with a copy of their responsibilities from the Cardinal Guide

4. Solicits and submits bids from Area Reps and members for fall convention. Serves as a liaison between the hosts of the spring and fall meetings and the Executive Board.

5. Assumes the Chapter Presidency at the end of the current

president’s term of office.

6. Assumes the duties of president should the Chapter President be unable to complete the term due to death, illness, resignation, etc.

7. Presides at any meeting in the absence of the Chapter President by following established agenda.

8. Accepts any other committee or special assignment from the

Chapter President and/or Executive Board.

9. Works closely with the Chapter President in order to better learn the duties and responsibilities of that position.

10. Through the Chapter Treasurer, orders a Past Presidents Pin and presents to the outgoing president at the conclusion of the annual meeting.

11. Selects and confirms appointments of all Committee Chairs for the next year prior to assuming the office of President.

12. Prepares for a short board meeting after assuming office of President at the close of the Spring Institute general meeting. Distributes a complete directory of the Board, containing complete name, address, phone number and email address. In addition, copies of duties, responsibilities, and deadlines will be provided to all board members and committee chairs.

13. Upon completion of term all records must be forwarded to incoming

President Elect.

\*NOTE: Refer to Awards Section IV-J for Duties, Responsibilities, Deadlines, and Examples

**C. VICE PRESIDENT**

POSITION: Vice President

HOW ATTAINED: Elected by the general membership

AUTHORITY: Ohio Chapter Constitution Articles VI-A; VIII-C

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Vice President is a voting member of the Chapter Executive Board.

2. Chairs the Membership Committee (see Membership Committee).

3. Presides over any meetings in the absence of the Chapter

President and President Elect by following established agenda.

4. Assumes the duties of President Elect in the event that the term cannot be completed due to death, illness, resignation, etc.

5. Accepts any other committee or special assignment from the Chapter President and/or Executive Board.

6. Upon completion of term all records must be forwarded to incoming

Vice President.

\*NOTE: Refer to Membership Committee duties Section IV-C for Duties, Responsibilities, Deadlines, and Examples

**D. TREASURER**

POSITION: Treasurer

HOW ATTAINED: Appointed by the Ohio Chapter Executive Board

immediately following the Spring Institute each year.

AUTHORITY: Ohio Chapter Constitution Articles III-C; VI-A, D, E;

VIII-F; By-Laws D, G, H

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Treasurer is a voting member of the Chapter Executive Board.

2. Treasurer shall be bonded at the expense of the Chapter.

3. Accepts the membership dues from the members (dues are paid by cash, charge or payroll deduction).

4. Keeps a record of each member’s payment of dues (posts payroll deduction twice a month when received from Department of Administrative Services).

5. Records each member’s status (Full “F”, Full Associate “F/A,

Retired “R” and Life “L”).

6. Keeps a complete record of each member’s name, address, years

of membership and office assignment.

7. Keeps track of the new members and takes their membership pins to the Spring Institute or Fall Conference.

8. Mark the computer file that they have received their membership pin.

9. Sends membership dues for each member to International. (Credit card must be sent on a separate listing.)

10. Types the Membership Information Card for each new member (new member is a person not in membership status during the last year, even if they were a member prior to the last year).

11. Keeps a complete membership list in an International approved layout to mail with the transmittal cover sheet.

12. Types a transmittal cover sheet to send to International with the computer listing of membership and check to cover members listed and sends to:

A. IAWP Executive office (Frankfort, Kentucky)

a) Ohio Chapter Membership Chair (copy)

b) Ohio Chapter Professional Practices Chair (copy)

c) Ohio Chapter President (copy)

13. International will mail out membership cards to all new members.

14. Sends a welcome letter to all new members and a *Cardinal* request

form (US or Internet Cardinal) with an addressed return envelope

15. When the *Cardinal* request form is returned, posts on computer membership file and forwards to the person assigned to mail out the *Cardinal*.

16. Upon request types receipts to all members except Life and memberships paid by local unions, employers or any other third party.

17. Investigates all returned mail for correct address (at times, this

can be done by sending the returned mail to the local office with a

postcard requesting that the correct address be returned).

18. Mails membership information to members when directed to by

International office.

19. Notifies the International Executive office of all changes of

addresses received.

20. Makes the correction on the computer and the members Membership Information Card.

21. Re-mails to the correct address, if supplied by the Post Office, before sending to the work location office.

22. Maintains all chapter accounts.

23. Pays all bills and expenses and records them to the proper

accounts by committee and/or officer.

24. Records all checks issued in the check ledger.

25. Records all deposits according to source (dues, T-shirts, etc.).

26. Records interest received for each account.

27. Deposits all monies received as soon as possible.

28. Dues received are deposited in the IAWP checking account or

money market account only.

29. Balances all accounts each month with the bank statements.

30. Processes letters to members when checks bounce.

31. Adjusts the checkbook for bounced checks.

32. Refunds overpayment of dues along with an explanatory letter:

paid twice or paid over required amount.

33. Overpayment refunds of payroll deductions are made when the

amount is over the two deductions.

34. When the membership verification sheet is returned from

International, the cancelled check is matched and held for

audit.

35. When cancelled checks are received, they are matched with

invoices and receipts and stored until the books are audited.

36. The books are audited within 60 days after the close of the Spring

annual meeting.

37. When rebates are in effect, keeps a record of members by Area so that rebates can be paid when authorized.

38. Supplies membership lists as requested by committee chairs, district representatives and Area Representatives

39. Certifies to the Credentials Committee, NOT LATER THAN 9:00PM OF THE DAY PRECEDING THE ANNUAL ELECTION, the paid membership by field office and central office as reflected by the books of the Treasurer seven (7) days prior to the annual election.

40. Keeps the files of past years’ memberships according to year.

41. Submits a quarterly treasurer’s report at each Chapter Executive

Board meeting.

42. Treasurer’s report shall cover the following periods:

43. Accounts beginning May 1st to the Summer Board Meeting

44. Continue to the Fall Convention

45. Continue to the Winter Board Meeting

46. Continue to the Spring Institute closing April 31st

47. Copies of the Treasurer’s report are to be available to the Board and membership for review at all Board and general business meetings. If copies of the report are not made available it will be read and filed for audit.

48. No bills are to be paid without an approved budget unless there is Executive Board action to pay them (only bills paid without this action are membership dues to the International and supplies ordered from the International – we cannot vote at the International Convention if there is an outstanding bill).

49. Treasurer should be notified in writing by committee chairs prior to the Spring Institute of all awards to be given so that the award checks can be prepared in advance.

50. Houses the IAWP supplies.

51. Keeps a listing of the new members and their recruiters for the membership contest. This list is to be taken to the Fall Conventions as part of the membership contest.

52. Sends membership awards to International 30 days prior to

the opening of the International Convention.

a) Key Award

b) Bronze Award c) Gold Award

d) President’s Honor Roll e) Diamond Award

f) Platinum Kay Award h) Silver Key Award

53. Certifies to the International the total Chapter membership 30 days

prior to the International Convention

54. Must meet all International guidelines and deadlines.

55. Orders the Past President Pins (keeps a couple on hand)

56. After the last payroll deduction is received for the year (January of the next year) an audit of all payroll deductions must be made.

57. Sends letters to each member that had missed more than two pay periods during the year showing:

a) amount of total dues

b) amount received

c) amount owed

58. Keep a chart of members, address, amount owed and amount

received.

59. Upon completion of term all records must be forwarded to incoming

Treasurer

**Things to take to the Spring Institute:**

• Treasurer’s Report

• A to Z printout of the membership file for the treasurer’s corrections

• Three current year’s membership file, A to Z by Office for Credentials

• Membership list by areas for each Area Representative

• Membership pins for new members

• International Advance agreements

• Expense Forms

• Check Books

• Budget and Expense reports

**Things to take to the Fall Conference**

• Treasurer’s Report

• A to Z printout of the membership file for the treasurer’s corrections

• Membership list by areas for each Area Representative

• Membership pins for new members

• Membership contest

• Expense forms

• Check books

• Budget and Expense reports

**Things to take to the Summer and Winter Board Meetings:**

• Treasurer’s Report

• A to Z printout of the membership file for the treasurer’s corrections

• Membership list by areas for each Area Representative

• Institute and Conference Advance Forms

• Expense forms

• Check books

• Budget and Expense reports

**SAMPLE TREASURER REPORT**

**IAWP CHECKING ACCOUNT**

**BALANCE AS OF May 1, 2009 $3,274.16**

**INCOME:**

MEMBERSHIP DUES $2,294.50

TRANSFERRED FROM MONEY MARKET $3,400.00

PIN CONTEST VOTES $20.01

OPERATION FEED $388.50

QUILT $156.00

PIN DESIGN DONATION $20.00

POSTAGE REFUND FROM IAWP $11.00

SILENT AUCTION $145.50

TRANSFERRED FROM TEMP CHECKING $391.53

2009 UNCASHED CHECKS $124.30

50/50 DRAWING $67.50

**TOTAL INCOME $7,018.84**

**BALANCE $10,293.00**

**EXPENSES:**

PRESIDENT -

SECRETARY - TREASURER $300.00

IAWP DISTRICT VII DUES $119.30

TREASURER'S BONDING $126.00

AUDIT TEAM $228.20

BOARD MEETINGS $936.28

AWARDS $118.39

LEGISLATION -

MEMBERSHIP TO KY $21.00

MEMBERSHIPCOMMITTEE $159.00

OVERPAYMENT OF DUES $45.00

PROFESSIONAL PRACTICES - CHAPTER ACHIEVEMENT/HISTORY -

CARDINAL $897.02

CARDINALGUIDE $196.80

EDUCATION - INSTITUTE/CONVENTION ADVANCE

(TOLEDO) $600.00

INTERNATIONAL ADVANCES TO PRESIDENT

$3,750.00

TRACY HULL - ADD'L INTERNATIONAL EXPENSES

$118.20

CONSTITUTION COMMITTEE - E.R. HERRING -

RESOLUTIONS $15.07

VET'S COMMITTEE -

WAYS & MEANS COMMITTEE -

HALL OF FAME -

MAMIE HANKERSON FUND $71.00

OFFICE SUPPLIES $45.67

STARLIGHT TECH SYSTEM $235.00

INTERNET $162.25

IAWP -

OHIO BASKET FOR INTERNATIONAL $100.00

POSTAGE TO CORRECT BANK ERROR $1.66

RETIREECOMMITTEE $12.14

OPERATION FEED $388.58

PIN CONTESTWINNER $20.00

1/2009 SPRING INSTITUTE LOSE $271.64

**TOTAL EXPENSES $8,938.12 BALANCE AS OF APRIL 30, 2010 $1,354.88**

**MONEY MARKET ACCOUNT**

**BALANCE AS OF MAY 1, 2009 $52,964.90**

INCOME:

MEMBERSHIP DUES $10,287.50

WAYS & MEANS -

INTEREST $329.77

FALL CONVENTION PROFIT (ATWOOD) $362.98

INTERNATIONAL REFUND (J. MCNARY) $6.63

50/50 - AUCTION -

**TOTAL INCOME $10,986.88**

**BALANCE $63,951.78**

EXPENSES:

MEMBERSHIP TO KY $9,023.00

EXCESSIVE CHECK FEE (1) $15.00

TRANSFERRED TO NEW CHECKING $500.00

TRANSFER TO CHECKING $3,400.00

**TOTAL EXPENSES $12,938.00 BALANCE AS OF APRIL 30, 2010 $51,013**

**TEMPORARY CHECKING ACCOUNT**

**BEGINNING BALANCE $500.00**

INCOME:

REFUND OF PRINTER COST $81.53

**TOTAL INCOME $81.53 BALANCE $581.53**

EXPENSES:

WITHDRAW FOR NEW PRINTER $200.00

**TOTAL EXPENSES $200.00**

**BALANCE AS OF DECEMBER 17, 2009 $381.53**

**BANK ERROR - $10.00 $391.53**

**ACCOUNT CLOSED -**

This account was created because the bank removed my signatures on two of our accounts and I wasn't able to access the money market and Roy's accounts. They wouldn't transfer money from the money market to the checking which I was able to use. After the printer was bought the balance left was returned to this account

**MAMIE HANKERSON LIBRARY FUND**

**BALANCE AS OF MAY 1, 2009 $628.98**

INCOME: -

**TOTAL INCOME -**

**BALANCE $628.98**

EXPENSES: WPDP $71.00

**TOTAL EXPENSES $71.00**

**BALANCE AS OF APRIL 30, 2010 $557.98**

**ROY MUGRAGE SPRING INSTITUTE FUND**

**BALANCE AS OF MAY 1,2009 $5,399.56**

INCOME:

INTEREST $11.91

**TOTAL INCOME $11.91**

**BALANCE DECEMBER 31,2008 $5,411.47**

EXPENSES:

-

**TOTAL EXPENSES -**

**BALANCE AS OF APRIL 30, 2010 $5,411.47**

**REPORT SUBMITTED BY:**

Nancy Dais, Treasurer, Ohio Chapter IAWP

IAWP AUDIT FORM

IAWP Checking Account:

Beginning Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discrepancies/Comments:

IAWP Money Market Account:

Beginning Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discrepancies/ Comments:

IAWP Roy Mugrage Spring Institute Account:

Beginning Balance $

Ending Balance $

Discrepancies/Comments:

IAWP Mamie Hankerson Library Fund

Beginning Balance $

Ending Balance $

Discrepancies/Comments:

Auditor

Auditor

Auditor

Date of Audit

**IAWP E. R. HERRING AUDIT FORM**

Elder R. Herring Memorial Foundation: Beginning Balance $

Ending Balance $

Discrepancies/Comments:

Auditor

Auditor

Auditor

Date of Audit

**2009 IAWP Buget**

EXPENSES: INCOME: reg mem $/Mem

197 $18.00

President $150.00 **Dues $3,744.00**

Retiree/$

President Elect $50.00 Sping Institute $0.00 22 $9.00

1st VP $25.00 Fall Conference $200.00

Secretary $50.00 Interest $789.32

Treasurer $500.00 Ohio-only Members $0.00

Past Presidents Club $50.00 Other $0.00

Budget Advisory Team $228.20 Other $0.00

Executive Board $1,000.00 Other $0.00

Awards $1,500.00 Other $0.00

Legislative $25.00 Other $0.00

Membership $500.00 Other $0.00

Credentials $0.00 **Subtotal $4,733.32**

Nominations $0.00 **Ways & Means $5,729.88**

Sub Chapter Development $50.00

Achievement/Historian $25.00

Communications/Cardinal $2,200.00

Persons with Disabilities $25.00

Constitution/By Laws $25.00

Education $50.00

E.R. Herring Foundation $25.00

Hall of Fame $600.00

Resolutions $25.00

Retiree $50.00

Veterans $50.00

Ways & Means $300.00

District 7 Dues $30.00

Int Advance-'Convention President $1,500.00

Int Advance-President Elect $750.00

Bonding for Treasurer $130.00

Charitable Donations $250.00

Office Supplies & Services $300.00

Web Site $0.00

Other $0.00

Other $0.00

Other $0.00

**Total Expenses $10,463.20 Total Income $10,463.20**

**E. ASSISTANT TREASURER**

POSITION: Assistant Treasurer

HOW ATTAINED: Appointed by the Chapter President at the recommendation of the Treasurer and Subject to the approval of the Chapter Executive Board

AUTHORITY: Ohio Chapter Constitution Article VIII-F:

Ohio Chapter By-Law H

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Has the authority to disburse funds in the same manner as the Treasurer in the case of death, resignation, removal or other absence of the Treasurer until the vacancy is filled.

2. Helps keep the membership updated on the computer.

3. Helps type receipts and envelopes.

4. Helps with mass mailings.

5. Performs other duties of the Treasurer as needed.

**F.SECRETARY**

POSITION: Secretary

HOW ATTAINED: Appointed by the Chapter President

AUTHORITY: Ohio Chapter Constitution Articles VI-A; VII-A; VIII-D TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Secretary is a voting member of the Chapter Executive Board.

2. Records the proceedings of the General Membership, Executive Board, and audit meetings in the official minutes, including winners and nominators of all award programs.

3. Mails (US postal or electronically) out notice of meetings thirty (30) days in advance.

4. Keeps the rolls of attendance for the Executive Board members and all other meeting attendees.

5. Under the supervision of the Chapter President, carries on

the correspondence of the Chapter.

6. Brings to each meeting the book of minutes, a copy of the

current Chapter Constitution and By-Laws.

7. May use tape recordings of the meetings for accuracy of the

minutes.

8. Completes the transcription of the minutes within thirty (30)

days of each meeting.

9. Sends US postal or electronic copies of the minutes of each

meeting to the Executive Board Members for review within 5

days or completion of transcription.

10. Keeps a complete ongoing roster of the Executive Board members and Committee Chairs including US postal and electronic addresses and telephone numbers (home and office).

11. Reviews the minutes of the previous two (2) years to become familiar with the subject matter and ongoing discussions.

12. Reminds the President of commitments made in past Executive

Board meetings.

13. Obtains and sends out materials upon request.

14. Houses and maintains any and all equipment needed in the performance of the position.

15. Compiles meeting agendas that will include officer, Area Representatives, and committee chair Reports, to be mailed electronically to all board members 5 days prior to the meeting.

16. Upon completion of term all records must be forwarded to

incoming Secretary.

**G. IMMEDIATE PAST PRESIDENT**

POSITION: Immediate Past President

HOW ATTAINED: Succeeds from the Presidency

AUTHORITY: Ohio Chapter Constitution Article VI, B, D; By-Law B TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Immediate past President is a voting member of the Executive Board.

2. Chairs the Legislative committee

3. Oversees the smooth and efficient transition between the previous administration of the chapter and the incoming administration.

4. Turns over to the incoming president all materials pertaining to the Presidency just vacated for follow through.

5. Acts as an advisor to the new President and the Executive

Board.

6. Attends the International Convention representing the Ohio Chapter to accept awards, present colors, etc.

7. Implements plans for whatever will be done at the upcoming International Convention such as pins, sales, handouts, hospitality, etc. (These plans are made during term as chapter president.)

8. Arranges and hosts the hospitality for the Ohio delegation at the International convention.

9. Serves as Vice President of the Past Presidents Club. If Past Presidents Club is inactive, serves as chair of the Elder R. Herring Memorial Foundation.

10. Prepares a written quarterly report with documentation of all activities to be submitted 14 days prior to the meeting.

a) Electronic distribution of the reports follows:

b) Chapter President

c) Chapter Secretary

d) Professional Practices Chair

11. Upon completion of term all records must be forwarded to incoming Past President

**H. AREA REPRESENTATIVE**

POSITION: Area Representative (7)

HOW ATTAINED: Each elected by the membership within his/her area

AUTHORITY: Ohio Chapter Constitution Articles VI B; VII B; VIII I; By-Law E

TERM: Two (2) years – odd numbered areas (I, III, V, VII)

elect in odd number years and even Numbered (II, IV, VI) elect in even numbered years.

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Area Representatives are voting members of the Chapter Executive Board (see Executive Board).

2. Represents respective areas to the Chapter and its Executive

Board.

3 Represents the Executive Board to the members within

respective areas.

4. Acts as liaison between the Executive Board and the membership of respective areas.

5. Reports the action of the Executive Board to the member of their areas respective area membership.

6. Are required to attend all meetings of the Chapter Executive

Board.

7. May be assigned to Chair a Chapter committee by the Chapter President and/or the rest of the Executive Board.

8. Prepares a written quarterly report with documentation of all activities within her/his area to be submitted 14 days prior to the meeting.

Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

10. Upon completion of term all records must be forwarded to

incoming Area Representative.

**I. INTERNATIONAL DISTRICT IV DIRECTOR**

POSITION: International District IV Director

HOW ATTAINED: Assumes from the International District IV Director Elect with the endorsement of the Indiana, Kentucky, Illinois, Wisconsin, and Michigan Chapters

AUTHORITY: Ohio Chapter By-Laws L and M; International Constitution; International Handbook

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. To be eligible for this position, the person must be a member in good standing of the Ohio Chapter and either be a Past President of the Ohio Chapter or have chaired an International Committee.

2. Represents the District Chapters (Ohio, Indiana and Kentucky) at all international executive board meetings.

3. Be prepared to vote on all policy and financial matters.

4. Coordinates Inter-Chapter functions within the District.

5. Serves as a liaison between the Chapters and the

International.

6. Provides guidance to all Chapters within the District.

7. Presides at all District meetings and District caucuses.

8. Visits, to the extent possible, each Chapter of the District at least once during the term in office.

9. Performs such duties or assignments, including committees,

as assigned by the International President or International

Executive Board.

10. Makes sure all reports concerning the District as may be required are completed and timely.

11. Represents the International President and International Executive Board at Chapter or district meetings when requested.

12. Insures that each Chapter within the District is informed of the proceedings and any changes in international policy or procedures.

13. Promotes the interest, activities, career progression and membership among workforce professionals.

14. Arranges for and conducts the district caucuses during the

International Convention.

15. Acts as liaison for chapter committees within the District by promoting and securing information regarding chapter activities.

16. Investigates and reports to the International Executive Board any violation of the International Constitution and By-Laws by a Chapter or member within the District and acts as a witness during International Hearing on such violation.

17. Actively promotes all functions and programs of the

International.

18. Makes recommendations for improvement to the International

Executive Board.

19. Uses the IAWP Calendar of Events to coordinate District

activities.

20. Makes certain each Chapter in the District has forwarded to

the Executive Director a roster of elected officers and chapter committee chairs with addresses, telephone numbers (work/home/cell) and email addresses.

21. Passes to his/her successor all documents and papers

necessary for the perpetuation of the responsibilities of a

District Representative.

22. Must have the endorsement of the Agency Administrator.

23. Arranges for the state flags for the banquet tables at the

International Convention flags will be provided by each

state.

24. Refer to International District IV Constitution for additional

responsibilities. (See Appendix A)

**J. INTERNATIONAL DISTRICT IV ELECT**

POSITION: International District IV Director Elect

HOW ATTAINED: Elected by the Ohio Chapter Membership

and endorsed by the Indiana, Kentucky, Illinois, Wisconsin, and Michigan Chapters

AUTHORITY: Ohio Chapter By-Laws L and M

TERM: One (1)

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. To be eligible, must be an active member of the Ohio Chapter in good standing and either a Past President of the Ohio Chapter or have chaired an International Committee.

1. Assists and supports the current International District I Director

3. Should become thoroughly familiar with the duties and

responsibilities of the International District IV Director

(see International District IV Director).

4. Should attend at least one (1) International Executive Board meeting as an observer during the term of office.

5. Must have the endorsement of the Agency Administrator.

6. Automatically assumes the position of International District IV Director the following year upon endorsement of the other chapters in the District.

7. Refer to International District IV Constitution for additional

responsibilities. (See Appendix A)

**K. ALTERNATE INTERNATIONAL DISTRICT IV DIRECTOR (ELECT)**

POSITION: Alternate International District IV Director (Elect)

HOW ATTAINED: Elected by the Ohio Chapter Membership and endorsed by the Indiana, Kentucky, Illinois, Wisconsin, Michigan Chapters

AUTHORITY: Ohio Chapter By-Laws L and M TERM: One (1) year

DUTIES, REPONSIBILITIES AND DEADLINES:

1. To be eligible, must be an active member of the Ohio Chapter in good standing and either a Past President of the Ohio Chapter or have chaired an international committee.

2. Should become thoroughly familiar with the duties and

responsibilities of the International District IV Director (see

International District IV Director).

3. Serves in the absence of the International District IV Director.

4. Automatically assumes the position should the International District IV Director be unable to complete his/her term of office.

5. Must have the endorsement of the Agency Administrator.

**L. E.R. HERRING MEMORIAL FOUNDATION TRUSTEE**

POSITION: Elder R. Herring Memorial Foundation Trustee (3)

HOW ATTAINED: Elected by the Chapter Membership

AUTHORITY: OhioChapter Constitution Articles VI, D, E; VII, F; VIII, A, G

TERM: Three (3) years – one elected each year in alternating years.

1. Administers the Elder R. Herring Memorial Foundation.

2. Publicizes and promotes the foundation and its scholarships.

3. Furnishes scholarship applications upon request.

4. Reviews applications for completeness and appropriateness according to the regulations of the foundation.

5. Makes approval/disapproval decisions and communicates these decisions to the Foundation Chair.

6. Makes recommendations to the Chair to correct and/or

improve the foundation.

7. Due to the distance separating members of the Board of Trustees, communication is normally by email, telephone and/or US Postal mail.

8. For additional information, see Elder R. Herring Memorial

Foundation.

**M.EXECUTIVE BOARD**

POSITION: Executive Board

HOW ATTAINED: By election or appointment (see various positions)

AUTHORITY: Ohio Chapter Constitution Articles III A.2; VI B; VII

A, C, D; VIII; IX B; By-Laws A, C, F, G, H, J, K

TERM: Varies (see various positions)

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Executive Board members (each having one vote) are:

a) President (who acts as chair and votes only

to break a tie)

b) President Elect

c) Vice President

d) Treasurer

e) Secretary

f) Immediate Past President

g) Area Representatives (7)

h) President of the Past Presidents Club

1. Exercises broad supervision over all activities and general policy of the Chapter.

3. Authorizes expenditures of chapter funds.

4. Fills vacancies occurring in the offices and the Executive

Board.

5. Shall authorize reimbursement for travel expenses to and from Executive Board meetings other than those connected to conferences.

6. May authorize travel reimbursement to Executive Board

members to attend up to two(2) sub-chapter meetings per

year.

7. Can authorize expenses incurred by the Standing and Special Committees in conducting their business.

8. Any action by the Executive Board is to be timely as designated by International guidelines and Ohio Chapter Constitution and By-Laws. Necessary deadlines may be set by the board.

**SECTION IV COMMITTEES**

**A. PAST PRESIDENTS CLUB**

POSITION: Past Presidents Club

HOW ATTAINED: President of the Past Presidents Club is elected by the other Past Presidents; Membership is automatic after serving as an Ohio Chapter President.

AUTHORITY: Ohio Chapter Constitution Article VI, B, D, E

TERM: One (1) year for the President; life for members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Acts as an advisory committee to the Chapter, its officers and the Executive Board.

2. President for the Past Presidents Club is a voting member of

the Chapter Executive Board.

3. President of the Past Presidents Club serves as Chair of the

Elder R. Herring Memorial Foundation (see Elder R. Herring

Memorial Foundation).

4. Contributes to the maintenance of the officer’s handbook, “The

Cardinal Guide”. As Technology, advances update

accordingly.

5. President of the Past Presidents Club maintains the file of

the officer’s handbook and Its electronic copy.

6. President of the Past Presidents Club prepares and distributes any additions, corrections and/or deletions to the officer’s handbook and electronic copy.

7. Committee chairs should submit articles regarding updated committee activities, suggestions and possibilities at least quarterly to the Cardinal newsletter.

8. Immediate past President serves as Vice-President of the

Past Presidents Club.

**OHIO CHAPTER IAWP PAST PRESIDENTS CULB**

**BY-LAWS**

1. NAME – The name of the organization shall be the Past Presidents

Club of the Ohio Chapter of IAWP; herein known as the Club.

2. OBJECTIVES AND POLICY – The Club shall uphold the objectives of IAWP and act in an advisory capacity to the Ohio Chapter, its officers, the Executive Board and the members.

3. MEMBERSHIP – Upon completing a term as the President of the Ohio Chapter, the person becomes a member of the Club. Membership in the Club shall be for life; such membership shall automatically not be governed by membership in IAWP. However, a Past President must hold some form of membership in the Ohio Chapter to vote and/or hold office in the Club.

4. OFFICERS – The officers of the Club shall be a President to be elected annually by the voting members of the Club present for that purpose, a Vice-President who is automatically the newest member of the Club (the Immediate Past President of the Ohio Chapter) and a secretary to be appointed as needed by the President of the Club. Officers may succeed themselves. For the purpose of conducting business, the Club Shall act as a committee of the whole.

5. DUTIES OF THE OFFICERS – The duties of the officers of the Club

shall be as follows:

a. President – Chair all meetings of the Club; serve as the Chair of the E. R. Herring Memorial Foundation Board of Trustees and as such is a voting member of the Executive Board of the Ohio Chapter (as specified in the Ohio Chapter Constitution, Article VII, Section B); and shall be responsible for the assignment and maintenance of “The Cardinal Guide”.

b. Vice-President – will assist the President, and assume the duties of the President should that person become unable to fulfill the requirements of that office.

c. Secretary – will take and keep the minutes of all meetings of the Club and conduct any correspondence as requested by the President or Vice-President.

6. ELECTION – The President of the Club shall be elected annually at a meeting to be held during the Spring Institute of the Ohio Chapter. Each voting member present shall have one vote with a simple majority needed for election. Balloting may be by voice, show of hands or written as decided by those present. All business of the Club, including amendments to these By-Laws shall be conducted in a like manner

7. QUORUM – Five (5) voting members of the Club shall constitute a quorum for conducting business.

**B. ELDER R. HERRING MEMORIAL FOUNDATION**

POSTION: Elder R. Herring Memorial Foundation

HOW ATTAINED: Chair is the duty of the President of the Past Presidents Club; Board of Trustees is comprised of the Chapter President and three (3) Trustees (on-going, one elected each year) who are elected by the General Membership; Secretary/Treasurer is appointed by the Chair.

AUTHORITY: Ohio Chapter Constitution Articles VI,D,E;VII,F; VIII,A,G

TERM: One (1) year for Chair; one (1) year for Chapter President; three (3) years for each of the three (3) Trustees; one (1) year for the Secretary/Treasurer

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Publicizes and promotes the foundation and its scholarships.

2. Furnishes scholarship applications on request.

3. Chair reviews applications for completeness (including necessary attachments) and membership qualifications.

4. Chair sends completed applications to the Trustees and Chapter

President for review.

5. Trustees and the Chapter President review the applications for completeness and appropriateness according to the regulations of the foundation and make their approval/ disapproval decisions.

6. Chair votes on an application only in the case of a tie.

7. Secretary/Treasurer maintains the account and financial

records of the foundation.

8. Secretary/Treasurer sends periodic statement of accounts to the

Chair.

9. Secretary/Treasurer may take informal minutes of foundation meetings at the request of the chair.

10. Secretary/Treasurer issues award checks on the approved

applications.

11. Chair issues a letter of congratulations to be included with the

award checks.

12. Chair requests additional or lacking information for the

applications.

13. Chair informs any applicant of a denial of their application and

the reasons for denial.

14. Chair maintains the complete files of the foundation.

15. Chair prepares and presents, through the Chapter President, a written quarterly report to the Executive Board at each Board meeting with one (1) copy to the Chapter Secretary, one (1) copy to the Education Committee Chair, one (1) copy to

each of three (3) Trustees, two (2) copies to the Chapter Achievement Chair and one copy to the Foundation files. The original of this report is submitted to the

Chapter President five (5) days prior to the meeting.

16. With the approval of the Chapter Executive Board, the Chair can

fill vacancies in the Board of Trustees.

17. Because of the distances between the members of the Board of

Trustees of the Foundation, routine communications are carried

on by e-mail, mail and/or telephone.

18. Committee chairs should submit articles regarding updated committee activities, suggestions and possibilities at least quarterly to the Cardinal newsletter.

**ELDER R. HERRING MEMORIAL FOUNDATION GRANT PROGRAM**

The Elder R. Herring Memorial Foundation of the Ohio Chapter IAWP has established a scholarship fund to enable members to obtain the additional education and training needed to further their advancement in their profession.

**Eligibility**

Basic eligibility requires membership in IAWP for a minimum period of two consecutive years, up to and including the current year in which the course or class is taken and membership dues are paid.

Grants are available to an individual during the calendar year (Jan. - Dec.). Additional courses may be approved in the same calendar

year period, if maximum benefits have not been used. Separate applications must be submitted for each course.

**Application**

An application, provided for the purpose, must be completed by the applicant and forwarded to the Elder R. Herring Memorial

Foundation no later than sixty (60) days following completion of the course work for which the application has been made. It should be directed to the current chair. **(See Chapter Organization)**

**Training Institute**

The facility offering the training requested must be an accredited training institution.

**Course**

The Foundation will approve those courses and seminars that contribute to a more effective job performance, or prepares applicant for advancement. Retired Ohio Chapter members may be eligible for personal improvement courses if all other criteria are met.

**Class Schedule**

Classes must be schedule outside of regular working hours or on previously approved leave time.

**Expenses COVERED by Grant**

• Tuition

• Registration Fees

• Cost of Textbooks

• Cost of tools, instruments, uniforms, equipment, and miscellaneous supplies students are required to provide. (Documentation must be submitted for these costs to be covered.)

• IAWP Professional Development Book(s). Documentation includes: receipt for book(s)

and successful test(s) completion. **(See Expenses below)**

**Expenses NOT COVERED by Grant**

• Travel to and from the school

• Any penalty for late payment of fees or withdrawal/cancellation of class/seminar.

• Any amount paid by any other entity (Example: Workforce Development)

**Reimbursement of Training**

Reimbursement of expenses will be the actual costs up to the maximum of $150.00 per year. Payment of grant is contingent upon the trainee's successful completion of the course.

**Expenses**

The trainee will pay the cost and be reimbursed out of the Foundation Fund upon submission of the following to the Foundation...

1. Photocopy of grades, certificate, diploma, or any other evidence of successful completion provided by the training institution.

2. Receipts for payment of tuition, textbooks, fees, and for miscellaneous supplies and equipment.

3. Proof of requirement for miscellaneous costs provided by the training institution.

4. IAWP Professional Development Program, books will be reimbursed only if associated test is successfully passed within one year after book(s) purchase. No reimbursement for test(s).

Revised 5/2000

**PRINT OUT AND COMPLETE THE FOLLOWING APPLICATION. SEND TO THE E. R. HERRING CHAIR LISTED UNDER CHAPTER ORGANIZATION OR CONTACT ANY BOARD MEMBER FOR INFORMATION**.

OHIO CHAPTER IAWP

ELDER R. HERRING MEMORIAL FOUNDATION GRANT

APPLICATION

Applicant Information

Name

Date

Home Address

Dept/Local Office

Office Telephone Number

Job Title

IAWP Member Since

Course Information

Name Of School

Provider Address Of School

Provider Course Title

Course Start Date Course End Date

Class Schedule SUN MON TUES WED THURS FRI SAT Time (From/To)

Applicant’s Statement

Explain how requested training accurately contributes to effective job performance or preparation for advancement.

Training Costs

Tuition $

Registration Fees $

Books $

Miscellaneous Costs (Explain Below) $

Paid By Other Sources (Minus) $

Total Payment Requested $

Signature Applicant’s

Committee Action

Date Grant Received Receipts Proof of Completion

Last Grant Received Approved Amount

Reason for Denial

**E.R. Herring Chair Signature**

**C. MEMBERSHIP**

POSITION: Membership Committee

HOW ATTAINED: Duty of the Chapter Vice President: members are

appointed by the Chair as needed

AUTHORITY: Ohio Chapter Constitution Articles III; VI

C; VIII D; By law D

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Initiates and coordinates the annual membership campaign.

2. Develops a membership plan with copies submitted to Ohio Chapter President, the International Membership Coordinator and the Administrative Office, postmarked or received by e-mail by **October 1.**

3. May recruit membership captains in each office location.

4. Issues periodic (suggest monthly) fliers and/or memos to be posted in all office locations.

5. Solicits the support, with the aid of the Chapter President, of

the Agency Administrator.

6. May prepare an Administrative Memo for issuance by the Agency Administrator to kick-off the membership campaign.

7. Membership year is the calendar year, January 1 through

December 31.

8. The annual membership campaign should start on October 1 or

with the Fall Convention, whichever comes first.

9. Membership for voting at the Ohio Chapter Annual Election

meeting ends seven (7) days prior to the Annual Election.

10. Membership for voting at the International election meeting ends thirty (30) days prior the opening of the International meeting.

11. Membership Chair works closely with the Chapter Treasurer to keep an accurate and up-to-date count of the Chapter’s membership.

12. Electronically submits a quarterly report with documentation of all committee activity to the Chapter President and Secretary fourteen (14) days prior to the meeting.

One copy is to be retained for the committee file.

13. Prepares and presents a final report to the general membership

at the annual Spring Institute.

14. Two (2) copies each of all fliers, memos and other material

concerning the Membership campaign must be sent to the

Professional Practices Chair NO LATER THAN 2-3 weeks before International deadline for Professional Practices – SEE APPENDIX B.

15. Ohio Chapter Treasurer certifies individual membership awards (Bronze Key, Diamond Key, Gold Key, Keeper Korps, Platinum Key, Silver Key and President’ Honor Roll) are prepared, signed by the Chapter President and forwarded to the International Executive Director THIRTY (30) DAYS PRIOR TO THE OPENING OF THE INTERNATIONALCONVENTION and submits final Ohio membership report.

16. Totals for Chapter Achievement points are determined by data available at International Headquarters; period covered is October 1 to thirty (30) days prior to the convention. A copy of the report is submitted to the membership chair.

17. Committee chairs should submit articles regarding updated committee activities, suggestions and possibilities at least quarterly to the Cardinal newsletter.

**D. SPRING INSTITUTE**

POSTION: Spring Institute Committee

HOW ATTAINED: Chair appointed by Chapter President; Sub-Committee Chairs and members are appointed by the Chair as needed.

AUTHORITY: Ohio Chapter Constitution Article VII A, D; By-Laws I, J

TERM: One (1) year for the Chair, Sub-Committee Chairs and

members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Annual Spring Institute is hosted by the Central Ohio Sub-Chapter and is held in or around the city of Columbus.

2. Spring Institute, and IAWP function, is to be an educational seminar conducted independently or in cooperation with another organization (trade, professional) or institution of higher learning (college, university). The Institute is centered around a minimum of six (6) hours for Presentation of panels, forums, speakers, etc. as required by the union Trust for CEU reimbursement.

3. Annual meeting and election of officers of the Chapter is held

at the Spring Institute.

4. General Chair Duties:

Appoints Sub-Committee Chairs who in turn

appoint their members. Such as

a.Treasurer e. Program

b.In-between f. Registration

c.Banquet/Luncheon g. Housing

d.Entertainment h. Publicity

Along with the Sub-Committee Chairs form the Spring Institute Committee. will present to the general membership at the Fall Convention (previous year) date and location of the Spring Institute. Dates must be (30 to 90 days prior to the International Convention).

Notifies colleges, universities, and other education sources for assistance, establishes a theme for the Institute, and sets prices for events.

Will present a draft of the institute program along with any additional information at the Winter board meeting.

Determines the need for and requests financial advance from the Chapter

Executive Board.

Applies to the Chapter Executive Board for the Roy Mugrage Grant to improve the quality of the Spring Institute program.

All tickets and/or sign in sheets are collected for each event and kept by the General Chair eighteen (18) months to provide proof of attendance and/or registration if requested by an administrator.

Provides for the collection of tickets and/or sign in sheets at each event

Acts as host for all events.

Follows through with each Sub-Committee Chair to ensure that everything is done in a timely fashion.

Prepares and presents interim reports of Spring Institute activities to the Chapter Executive Board and to the membership at the General Business meeting of the Spring Institute.

Prepares and presents a full written report of the Institute NO LATER THAN SUMMER EXECUTIVE BOARD MEETING FOLLOWING THE INSTITUTE, to be electronically submitted to the Chapter President, Chapter Secretary, and Professional Practices Chair fourteen (14) days prior to the meeting

Acts as liaison between Spring Institute Committee and Chapter Executive Board.

5. Spring Institute Treasurer establishes a checking account with

the advance (signatures of the chair and Spring Institute

Treasurer are used to disburse funds).

6. Spring Institute Treasurer pays all bills legitimately incurred by

the Spring Institute Committee.

7. Spring Institute Treasurer keeps a detailed record of all funds

received by source, event, amount and method of payment.

8. Spring Institute Treasurer keeps a detailed record of funds

disbursed as described above.

9. Spring Institute Treasurer completes and submits a final report

WITHIN SIXTY (60) DAYS OF THE Institute, with copies to the

Chapter President, Chapter Treasurer, and Institute General

Chair.

If for any reason the final report is not available, an interim report with explanation must be submitted.

10. Spring Institute Treasurer returns the advance to the Ohio

Chapter and one-half of all profit from the Institute to the Chapter

Treasurer WITHIN SIXTY (60) OF THE Institute.

11. In-Between Sub-Committee sets the theme, plans, and hosts the

event.

12. Banquet/Luncheon Sub-Committee plans and hosts the event,

works with the hotel, sets the menu and program.

13. Entertainment Sub-Committee secures any entertainment needed

for the Institute.

14. Program Sub-Committee plans the general program following the

established theme, secures the speakers and hosts them while at

the Institute. Also, insures a retiree program is established and

included in the Institute Program (see section IV.T).

15. Spring Institute Chair, will provide a retiree program in

connection with the state retiree chair.

16. Duties of Registration Sub-Committee:

i. May collect hand-outs for registration packets

ii. Assists the General Chair in assembling the registration fliers and setting prices

iii. Registration plans the registration packets (programs, educational materials, give a ways, name tags and event tickets)

iv. Purchases or otherwise obtains envelopes to hold registration

v. packets

vi. Prints the names of pre-registered individuals on the packets and assembles them

vii. Establishes where and how to set up the registration table at the hotel (pre-registration, new registration, etc.)

viii. Sets up a cash box and accepts payment for walk-in registrations

17. Housing Sub-Committee acts as liaison between hotel and

Spring Institute committee, and arranges for meeting

rooms including Chapter Executive Board, retirees, and

hospitality rooms.

18. Publicity Sub-Committee duties:

i. Creates, prints and distributes to all members by e-mail and on Chapter website at least two (2) fliers with directions to

ii. Creates and prints the registration forms and distributes them to members by e-mail and on Chapter website four (4) to six (6) weeks in advance of registration deadlines.

iii. Sets up, prints, and edits the program which will contain: events, time schedules, the code of conduct, speakers, a list of Institute Chairs, Sub-Chapter officers, Ohio chapter officers, International District VII Director, ten year IAWP members, agency employees who have completed twenty years of service, those who have retired and those who have died during the previous year (April 1through March 31).

iv. Sets up and has tickets printed for each event

19. Committee chairs should submit articles regarding updated

committee activities, suggestions and possibilities at least

quarterly to the Cardinal newsletter.

20. A copy of all reports will be retained in the Spring Institute file.

**NOTE: The actual mechanics of hosting the Spring Institute is entirely in the hands of the host entity with the advice and consent of the Chapter Executive Board. This section may also be used as a guide for Fall Conventions where applicable.**

OHIO CHAPTER

IAWP INSTITUTE/CONVENTION ADVANCE

To:

(Sub-Chapter)

From:

(Treasurer, Ohio Chapter IAWP)

Subject: Spring/Fall Convention Advance

In accordance with the Ohio chapter IAWP Constitution, By Laws, Item #9 the Executive Board has hereby advanced to your committee

$ . Reporting procedures are as stated in the By Laws quoted below:

The chapter with the majority consent of the Executive Committee shall advance a loan as determined by the Executive Committee of at least $200.00 to help defray expenses of the Spring Institute and/or Fall convention. The sponsoring Area Sub-Chapter or city will submit a detailed financial report to the Chapter President as soon as all indebtedness of the Institute or Convention has been met, but no later then the first Executive committee meeting following the Institute or Convention. If the sponsoring Area Sub-Chapter or city, after repayment of the Chapter loan, has a remaining profit, they will retain one-half of said profit and present the remaining one-half of said profit to the State Chapter. The State Chapter Treasurer will be the receiver of said monies to be part of the State Chapter Treasury for the general benefit of the Chapter and for the benefit of all members of the Chapter.

Your signature below acknowledges receipt of the above advance and your understanding of the repayment and profit distribution provisions.

Chairman, Spring Institute/Fall Convention

Treasurer, Ohio Chapter IAWP

1 Copy to Chairman, Spring Institute/Fall Convention

1 Copy to State Treasurer

**E. FALL CONVENTION**

POSITION: Fall Convention Committee

HOW ATTAINED: Chair appointed by Host Entity

AUTHORITY: Ohio Chapter Constitution Articles VIII, C; By-Laws F, I, & J TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. IAWP areas and ODJFS offices are solicited by the President Elect to host the annual Fall Convention.

2. Bids are submitted to the Chapter Executive Board and a formal presentation is made at the chapter business meeting.

3. General membership will select the site by majority vote.

4. Fall Convention program must contain a minimum of four (4) hours of education.

5. Chair determines the need for and requests financial advance from the Chapter

Executive Board.

6. Through the Chapter President, ensures that the Administrative Letter granting support and leave is issued in a timely fashion.

7. President Elect acts as a liaison between the host entity and the Chapter Executive Board.

8. Fall Convention Chair will provide a retiree program in connection with the state retiree chair.

9. Refer to Spring Institute Committee, Section IV, D, pages 1-3.

NOTE: The actual mechanics of hosting the Fall Convention, an IAWP function, is in the hands of the host entity with the advise and consent of the Chapter Executive Board. The Fall Convention

Program includes Hall of Fame inductions and membership awards.

OHIO CHAPTER

IAWP INSTITUTE/CONVENTION ADVANCE

Date:

To:

(Sub-Chapter)

From:

(Treasurer, Ohio Chapter IAWP)

Subject: Spring/Fall Convention Advance

In accordance with the Ohio chapter IAWP Constitution, By Laws, Item #9 the Executive Board has hereby advanced to your committee

$ . Reporting procedures are as stated in the By Laws quoted below:

The chapter with the majority consent of the Executive Committee shall advance a loan as determined by Executive Committee of at least $200.00 to help defray expenses of the Spring Institute and/or Fall convention. The sponsoring Area Sub-Chapter or city will submit a detailed financial report to the Chapter President as soon as all indebtedness of the Institute or Convention has been met, but no later then the first Executive committee meeting following the Institute or Convention. If the sponsoring Area Sub-Chapter or city, after repayment of the Chapter loan, has a remaining profit, they will retain one-half of said profit and present the remaining one-half of said profit to the State Chapter. The State Chapter Treasurer will be the receiver of said monies to be part of the State Chapter Treasury for the general benefit of the Chapter and for the benefit of all members of the Chapter.

Your signature below acknowledges receipt of the above advance and your understanding of the repayment and profit distribution provisions.

Chairman, Spring Institute/Fall Convention

Treasurer, Ohio Chapter IAWP

1 Copy to Chairman, Spring Institute/Fall Convention

1 Copy to State Treasurer

**F. CONSTITUTION AND BY-LAWS**

POSITION: Constitution and By-Laws Committee

HOW ATTAINED: Chair appointed by the Chapter President; members appointed by the Chair as needed

AUTHORITY: Ohio Chapter Constitution Article VI, C; X; XI; By-Law N TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Must be knowledgeable of the Ohio Chapter Constitution,

the International Constitution and “*Robert’s Rules of Order,*  *Revised”.*

2. Periodically reviews the Chapter Constitution for appropriateness and compliance with the International Constitution.

3. Periodically reviews the Sub-Chapter Constitutions for appropriateness and compliance with the Chapter and International Constitutions.

4. Informs Sub-Chapter officers of any needed changes in their Constitutions.

5. Prepares proposed changes and/or amendments in the Chapter Constitution and By- Laws and Electronically submits to the Chapter President and Secretary fourteen (14) days prior to the board meeting.

6. Will present changes and/or amendments to the Chapter Board for endorsement prior to submitting to the International Constitution, By-Laws and Resolutions Chair and general membership posting.

7. Submits changes to the International Constitution, By-Laws and Resolutions Chair ninety (90) days prior to the thirty (30) day publication to membership. Article must be sent in its entirety with strikeouts and underscores.

8. Publishes (for posting) proposed changes and/or amendments to the Chapter Constitution and By-Laws at least thirty (30) days prior to the General Membership meeting at which they will be decided.

9. Presents the changes and/or amendments to the general membership for discussion and decision.

10. Transmits final changes and/or amendments in the Chapter Constitution and/or By- Laws to the chair of the International Constitution, By-Laws and Resolutions committee.

11. Electronically Submits final amended Constitution and/or By- Laws to within thirty (30) days of approval.

**G. RESOLUTIONS**

POSITION: Resolutions Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair or Chapter President as needed.

AUTHORITY: Ohio Chapter Constitution Article VI, C.2

TERM: One (1) year for Chair and members

DUTIES: RESONSIBLILITIES AND DEADLINES:

1. Prepares and presents courtesy resolutions at the annual Spring Institute and Fall Convention.

2. Reviews any special resolutions from Sub-Chapters, groups and/or individual members.

3. Ensures that all special resolutions are in proper form.

4. Presents all special resolutions to the Executive Board and the general membership for disposition at the Spring Institute or Fall Convention, whichever is sooner.

5. Prepares resolutions in presentation form for persons honored in said resolutions and insures delivery in a timely fashion.

6. Electronically submits a report fourteen (14) days prior to the chapter board meeting regarding resolution action to the Chapter President and Secretary.

7. Prepares two (2) copies of all resolutions, special and courtesy, for the Professional Practices Chair, two (2) copies to the Chapter historical file and one (1) copy to the committee file.

**H. AUDITING AND FINANCE**

POSITION: Auditing and Finance Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members include Chapter Past President, President, President Elect, Vice President, President of the Past Presidents club, Secretary, Treasurer, and Assistant Treasurer

AUTHORITY: Oho Chapter Constitution Article VI, C.2

TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. All financial books of the Chapter, including ER Herring Memorial Foundation, are due to be audited each year.

2. The books should be audited within thirty (30) days following the Spring Institute with an oral report submitted by the appointed chair to the general membership at the next business meeting.

3. A written report is submitted to the Executive Board showing the results of the audit and any recommendations.

4. All records since the last audit must be made available to the Audit Committee.

5. Copies of the audit report are made available to the Chapter President (original) with one (1)copy each to the Secretary, the Treasurer, the Chapter historical file and the committee file.

IAWP AUDIT FORM

IAWP Checking Account:

Beginning Balance $

Ending Balance $

Discrepancies/Comments:

IAWP Money Market Account:

Beginning Balance $

Ending Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discrepancies/ Comments:

IAWP Roy Mugrage Spring Institute Account:

Beginning Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ending Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discrepancies/Comments:

IAWP Mamie Hankerson Library Fund

Beginning Balance $

Ending Balance $

Discrepancies/Comments:

Auditor

Auditor

Auditor

Date of Audit

Elder R. Herring Memorial Foundation:

Beginning Balance $

Ending Balance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discrepancies/Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Auditor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Auditor

Auditor

Date of Audit

**I. PROFESSIONAL PRACTICES**

POSITION: Professional Practices Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair as Needed.

AUTHORITY: Ohio Chapter Constitution Article VI, C.1

TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Obtains from the Chapter President a list of the executive board and committee chairs including all contact information.

2. Ensures that the Spring Institute and/or Fall convention Programs include necessary items to be used in Professional Practices report such as recognition of the IAWP 10-year members, retiree program, retiree recognition, etc.

3. Obtains the Spring Institute, Fall Convention and all Retiree Programs for submittal in the Professional Practices report.

4. Obtains from Officers, Area Representatives, and Committee Chairs, two (2)copies of ALL IAWP (and IAWP related) activities during the calendar year.

5. Prepares an indexed, neatly coordinated report for the International. The report should be submitted in a hard binder. Included in this report are activities and programs not part of the criteria of other reports, such as:

a) Employee Performance b) Hall of Fame

c) Recognition of ten (10) year employees

d) Recognition of retiree activities

e) Area, Sub-Chapter and Individual IAWP activities

f) Involvement in research programs

g) International Membership awards are activated by Ohio Treasurer and

h) International. These activities are credited to the Ohio Chapter Achievement

i) Award. Obtained at the International Convention.

j) Any other pertinent information.

6. Submits the report by certified mail (return receipt requested) to the International Professional Practices Committee Chair by the specified deadline. (See Appendix B.)

**J. AWARD OF MERIT**

POSITION: Award of Merit Committee

HOW ATTAINED: Duty of the Chapter President Elect; members are appointed by the Chair as needed

AUTHORITY: Ohio Chapter Constitution Articles VI, C.1; VIII B (B and C reversed order)

TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Objective is to recognize Ohio Chapter IAWP individuals and groups who have substantially contributed to the agency and/or the Ohio Chapter during the calendar year.

2. Enlists the support of the Agency Administrator.

3. Solicits nominations from the membership.

4. Electronically publicizes the awards with fliers to all offices and in the “Cardinal”.

5. Supplies the criteria, rules and guidelines to the membership in accordance with international guidelines.

6. Establishes deadlines for chapter contests and publicizes electronically.

7. Committee judges all nominations on a point scoring system as established by the international.

8. Committee selects the winner (s) of the award(s).

9. Chair orders the desk plaques through the Chapter President and/or Secretary and has them appropriately engraved.

10. Chair may wish to include appropriate certificates of award which can also be obtained through the Chapter President and/or Secretary.

11. Notifies the Chapter Treasurer in writing prior to the Spring Institute, of the winner(s) and nominator(s) so that checks for the cash awards can be prepared.

12. Makes sure that the winner(s) and their nominator(s) will be present at the Spring Institute.

13. Chair presents the awards at the Spring Institute.

14. Prepares as article for the “Cardinal” listing the winner(s).

15. Prepares the winning nomination(s) for submittal to the International for additional consideration.

16. Mails (certified, return receipt requested) the winning nominations to the International Award of Merit Committee Chair by the specified deadline. (See Appendix B).

17. Submits two (2) copies each of all material concerning the Award of Merit competition and one (1) copy of each Chapter winning nominations to the Chapter historical file.

18. Prepares a written quarterly report with documentation of all activities within their area to be submitted 14 days prior to the meeting.

a) Electronic distribution of the reports follows:

b) Chapter President

c) Chapter Secretary

d) Professional Practices Chair

19. Prepares and presents, through the Chapter President, a final report to the Executive Board and the general membership at the annual Spring Institute. distribution same as above.

EXAMPLE

I. Objective of the Program

A. To recognize outstanding service or achievement in the field of employment security based not only on job performance, but also on participation in professional, community, church and organizational activities by individual members or groups of members.

B. To award those selected as having performed in an outstanding manner beyond the normal expectations of job requirements.

C. To encourage and assist sub-chapters in conducting Award of Merit programs as a means of recognizing meritorious accomplishments within their own membership.

D. To share ideas, programs and processes recognized as meritorious achievement with other IAWP chapters, employment security agencies and others associated with employment and training activities.

II. Eligibility for Competition:

A. Membership in IAWP during the current year as well as the year in which the activity occurred.

B. IAWP members, except executive board members of the international association, whose work is considered outstanding on the basis of the criteria listed herein, are eligible for competition.

C. Included are not only those employed in employment security agencies, but also members of other employment and training related organizations, such as the Veterans Administration, Civil Service, Social Services, Vocational Rehabilitation and similar agencies.

D. All or the major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.

III. Criteria based on Achievement in Field of Work Activity:

A. Placement or training of applicants

B. Claim staking or benefit payments.

C. Employability counseling

D. UC contributions or tax audits

E. Employer services or industry services

F. Services to special applicants (veterans, youth, disabled).

G. Labor market information, research and statistics

H. Rural industry and farm labor

I. Management improvement, personnel management or fiscal

J. IAWP activities

K. Public relations or community participation

L. Computer operations

M. Employment and training programs (WIN, JTPA, etc.)

N. Any other activity related to employment and training program

IV. Statement of Accomplishment:

A. What was done?

B. When was it done?

C. How was it done?

V. Submittal of Nomination:

A. Nominations must be postmarked on or before midnight, January 31, 2010 and mailed to: Ann L Butler

Ohio IAWP Merit Award

Canton PASO

Canton, OH 44711-8768

B. Only one copy of the material is to be submitted.

C. In writing nominations, include details rather than prosaic writing. Remember, the judges cannot guess or conjecture, they judge only what they have in the nomination.

D. Include IAWP activity and participation as well as job performance.

E. In writing nominations, the following topics and criteria should be addressed in the statement of accomplishment:

1. Benefits derived from the achievement to the public, the agency or to IAWP

2. Promotion of employment security and IAWP programs

3. Potential use by others

4. Individual initiative displayed

5. Originality

Presentation of the Ohio IAWP Merit Awards will be made at the Spring Institute in Columbus, Ohio, in May, 2009. The chapter awards are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Place | $125.00 | and | desk plaque | Nominator | $35.00 |
| Second Place | $ 75.00 | and | desk plaque | Nominator | $20.00 |
| Third Place | $ 50.00 | and | desk plaque | Nominator | $10.00 |

The Ohio Chapter has also authorized a group competition with one award similar to the individual first place award.

Please retain a copy of you submittal, as the winning entries will be submitted to the international association and could qualify for additional awards, including an expense – paid trip to the IAWP International Convention in Charleston, South Carolina, in June, 1991.

**AWARD OF MERIT**

1. OBJECTIVES OF THE PROGRAM

A. To recognize outstanding service or achievement in the field of Employment Security based not only on job performance, but also participation in professional, community, church and organization activities, by individual members or groups of members.

B. To award those selected as having performed in an outstanding manner beyond the normal expectations of job requirements.

C. To encourage and assist chapters in conduction Award of Merit programs as a means of recognizing meritorious accomplishments within their own membership.

D. To share ideas, programs, and processes recognized as meritorious achievement with other IAWP chapters, Employment Security agencies and others associated with Employment Security activities.

2. ELIGIBILITY FOR COMPETITION

A. Membership in IAWP during current year as well as the year in which the activity occurred. In case of group nominations (two or more individuals working on the same project as a team),

75 percent of those in the group must meet the foregoing membership requirements. Please refer to section #7, item F.

B. Included are not only those employed in Employment Security agencies, but also members in other related organizations (e.g., Veterans Administration, Civil Service, Social Services, vocational rehabilitation, etc.).

C. All or the major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.

3. NOMINATION ELIGIBILITY

A. One entry in each category (individual and group) will be accepted from each chapter.

4. CRITERIA BASED ON ACHIEVEMENT IN FIELDS OF WORK ACTIVITY

A. Placement or Training of Applicants

B. Claims taking or Benefit Payments

C. Employability counseling

D. Unemployment Contributions or Tax Audits

E. Employer Services, Industry Services

F. Services to Special Applicants (Veterans, Youth, Disabled, etc.)

G. Occupational Research or Analysis

H. Labor Market Information, Research and Statistics

I. Rural Industry and Farm Labor

J. Management Improvement, Personnel Management and Fiscal Management

K. IAWP activities

L. Public Relations, Community Participation

M. Computer Operations

N. Related programs (WIN, JTPA, etc.)

O. Any other activity related to Employment Security programs

5. POINT SCORING

A. **Benefits derived from the achievement** Allocated Weight 20 possible points

1.Results in increased public use of the agency program; 11-20

or was an Outstanding achievement for IAWP activities.

2.Improves internal operations of the agency; or improves internal 0-10

Objectives in IAWP activities.

B. **Promotion of employment security, IAWP programs, and community**

Service 20 possible points

1. Promotes two or more of the programs of the agency (programs as listed in the Criteria); or increased IAWP participation on the international level; or promotes service to the community in two or more programs/areas.

11-20

2. Promotes on program of the agency; or increased IAWP participation on the chapter level; or promotes service to the community in one program other than IAWP. 0-10

C. **Potential Use by Others** 20 possible points

1. Demonstrates an innovative, new approach to a situation(s) that could be used by most agencies; or by all IAWP chapters. 15-20

2. Demonstrated an innovative, new approach to a situation(s) that could be used ONLY by agencies with a similar industrial and geographic situation;

or by some IAWP chapters. 10-14

3. Demonstrates an innovative, new approach to a situation(s) that could be used by a few agencies; or by a very few IAWP chapters. 5-9

4. Nominated achievement is mandated by most agencies or chapter; or is mandated as a required activity of an agency or chapter. 0-4

D. **Individual Initiative Displayed** 20 possible points

1. Beyond normal job responsibilities and hours of work. 15-20

2. Probably within job responsibilities but requiring considerable outside work. 10-14

3. Definitely in line with job responsibilities and entirely on agency time. 0-9

E. **Originality** 20 possible points

1. Idea was completely original in both concept and application. 15-20

2. Idea originated outside IAWP and Employment Security programs but was applied to those programs for the first time. 10-14

3. Idea previously used in IAWP and ES programs was adapted to a subdivision of IAWP or an ES operation for the first time. 0-9

6. AWARDS

A. Individual

1. First Place: $125.00, Bronze Plaque, Desk Name Plate

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2. | Second Place: | $ 75.00, Scroll, Desk Name Plate |
| 3. | Third Place: | $ 50.00, certificate, Desk Name Plate |
| 4. | Fourth Place: | $ 25.00, Certificate, Desk Name Plate |
| 5. | Honorable Mention: | (not to exceed three) Certificate, Desk Name Plate |

|  |  |  |
| --- | --- | --- |
| B. | Group | |
| 1. | | First Place: | | $100.00, Scroll inscribed with the names of the participants |
| 2. | | Second Place: | | $ 50.00, Scroll bearing names of participants |
| 3. | | Honorable Mention: | | (not to exceed three) Certificate |

C. IAWP shall pay, in addition to cash and plaque awards, actual transportation and hotel expenses, and meal allowances in accordance with regulations applicable to Executive Board members, of the first place Individual Winner, to the International Convention for the period of the night before, day of, and evening of the award presentation, only if the winner cannot be otherwise compensated, in an amount not to exceed a budget set by the International Executive Board.

7. SUBMISSION OF AREA NOMINATIONS

Areas shall follow the Guidelines as published in the **Award of Merit Handbook**. These include:

A. Nominations must be postmarked on or before midnight March1, 1991, and be received by Award of Merit Committee Chair. All nominations should include the Chapter Achievement Award of Merit report. (Posting by certified mail is suggested.)

B. Nominations should be typed, doubled-spaced on 8½ x 11 sheets. Only one copy is needed. Photographs and new items should be mounted on the same sized sheets. All sheets should be put in a binder and attached together.

C. Only one copy of the material is to be submitted. D. A photograph of the nominee(s) is desirable.

E. The face sheet should contain the nominee(s) name, Award of Merit prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter and the name of the person who nominated the individual or group.

F. Individual and group nominations must list the name(s) of the individual or group, original date of IAWP membership and current IAWP membership status.

G. Nomination Format

1. STATEMENT OF ACCOMPLISHMENT – This brief statement should summarize what the accomplishment of the individual or group was, when it was done (dates within the judging period), and how it was done. These items can be expanded in the narrative section. (One page is suggested).

2. NARRATIVE - The narrative should be an expansion of the statement of accomplishment. It should focus on the actual accomplishments of the activity

performed during the period recognized for judging. Initiative and originality should also be addressed. If necessary back-ground information should be provided in order for the selection committee to understand why the accomplishment was exceptional to the agency, chapter or community.

The narrative should also discuss the results of the accomplishment, and address:

a. how the accomplishment promotes employment security programs, IAWP or service to the community; and

b. the potential use of the idea or concept in other agencies, chapters or geographic areas.

3. EVIDENCE – All nominations should be thoroughly documented; however, bulk does not necessarily equate with evidence. Every effort should be made to include only that documentation that directly relates to the accomplishment and the judging time frame.

**AWARD OF MERIT – JUDGE’S SCORING SHEET**

The following scoring summary will be used by the fudging committee to select the winners.

Chapter Nomination

Judge

ALLOWABLE POINTS

CURRENT ELEMENT WEIGHT AWARDED

I. **Benefits Derived from the achievement (0 – 20)**

A. Results in increased public use of the agency program; 11 – 20\_\_\_\_\_

Or was an outstanding achievement for IAWP activities. B. Improves internal operations of the agency; or improves

Internal objective in IAWP activities. 0 – 10\_\_\_\_\_

II. **Promotion of employment security and IAWP programs (0 – 20)**

A. Promotes two or more programs of the agency; or increases

IAWP participation on the international level. 11 – 20 B. Promotes one program of the agency; or increases IAWP

Participation on the chapter level. 0 – 10

III. **Potential use by others (0 – 20)**

A. Demonstrates an innovative, new approach to a situation(s)

that could be used by most agencies; or by all IAWP

chapters. 15 – 20 B. Demonstrates an innovative, new approach to a situation(s)

that could be used only by agencies with a similar industrial and geographic situation; or by some IAWP

chapters. 10 – 14 C. Demonstrates an innovative, new approach to a situation(s)

that could be used by a few agencies; or by a few agencies;

or by a very few IAWP chapters. 5 – 9 D. Nominated achievement is mandated by most agencies or

chapters; or is mandated as a required activity of an

agency or chapter. 0 – 4

IV. **Individual Initiative Displayed (0 – 20)**

A. Beyond normal job responsibilities and hours of work.15 – 20\_\_\_\_\_\_\_

B. Probably within job responsibilities but requiring

considerable outside work. 10 – 14 C. Definitely in line with job responsibilities and entirely

on agency time. 0 – 9

V. **Originality (0 – 20)**

A. Idea was completely original in both concept and

application. 15 – 20 B. Idea originated outside IAWP and Employment

Security programs and was applied to those programs for

the first time. 10 – 14 C. Idea previously used in IAWP or Employment Security

Programs, but was adapted to a sub-division of IAWP or

An Employment Security operation for the first time.0 – 9

**TOTAL POINTS AWARDED**

**K. HALL OF FAME**

POSITION: Hall of Fame Committee

HOW ATTAINED: Chair is President of Past Presidents Club

AUTHORITY: Ohio Chapter Constitution Article III, A.2; VI, C

TERM: One (1) year for the chair; members vary by Board term

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. The goal is to recognize a maximum of two (2) chapter members who have greatly contributed to the chapter over many years.

2. Promotes the ideals of the Hall of Fame.

3. Chair prepares notification to solicit nominations for the Hall of Fame to be posted on the website.

4. At the same time, prepares an article with the same message for the “Cardinal”.

5. Sets a deadline of two (2) weeks prior to the summer Executive Board meeting for receipt of nominations.

6. Reviews the nominations to ensure that they comply with the rules and criteria of the Hall of fame.

7. Prepares and mails the nominations and ballots for submittal to the Executive Board(officers and Area Representatives), which include:

a. Ballot

b. Copy of the nomination

c. Copies of the rules and criteria

d. Return envelope

8. Counts the ballots.

9. Chair orders the plaque(s) for the inductee(s) and has it/them suitably engraved.

10. Notifies the Chapter Treasurer and President of the name(s) of the inductee(s) so that their life membership(s) can be submitted to International for approval prior to Fall convention (Nomination and check for 15 years x current international dues rate).

11. Prepares the articles(s) for inclusion in the Hall of Fame Album.

12. Secures a photograph(s) of the inductee(s) and has it reproduced in 8x10 format for the Hall of Fame Album.

13. Prepares the individual Hall of Fame Album for the inductees, and updates all copies held by previous inductees, Chapter President and the Chapter historical file.

14. May notify the inductee(s) or family, if deceased, so that they will be present for the induction at the Fall Convention.

15. Prepares and electrically submits articles for publication in the “Cardinal” and the IAWP Workforce Professional”.

16. Prepares and electronically submits a final written report with documentation of committee activity to the Chapter President fourteen (14) days prior to the meeting. The Chapter President intern distributes the reports as follows:

a) Chapter Secretary

b) Professional Practices Chair

c) Committee File

17. Presents the award(s) at the annual Fall convention.

18. Chair maintains the Hall of Fame Committee Files and Album

**HALL OF FAME**

CODE

Following ethical and professional standards of the International Association of Workforce Professionals, the Ohio Chapter Hall of Fame is dedicated to permanently honoring those members who have accomplished the extraordinary in IAWP.

RULES

1. No person shall be inducted into the Ohio Chapter Hall of Fame who is not a member in good standing. In the case of a posthumous induction, the nominee must have been a member in good standing at death (unless retired). In the case of a retiree, the nominee must have been a

member in good standing at the time of retirement.

2. Nominations will be based an judged **ONLY** on IAWP accomplishments.

3. Nominations for induction may be submitted by any current IAWP member to the Hall of Fame committee chairman.  **Deadline** for this year’s nominations is two weeks prior to the summer board meeting (current year). Nominations received later than the date will be held for consideration next year.

4. Nominations must by typed (one page single spaced or two pages double spaced) listing **ONLY**

IAWP accomplishments.

CRITERIA

1. Actively participated in and promoted IAWP.

2. Maintained the ethical and professional standards of IAWP.

3. Demonstrated loyalty to the Ohio Chapter and IAWP principles.

4. Constantly endeavored to improve IAWP and the Ohio Chapter.

5. Devoted time and effort outside the normal realm of IAWP duties.

6. Inspired fellow member in the performance of IAWP responsibilities.

7. Nominees must meet one of the following:

A. Developed and instituted a dramatic innovation which has significantly benefited fellow members and the Ohio Chapter. Example: established and IAWP Credit Union.

B. Through long and dedicated service, performed unselfishly in various capacities in IAWP and has made personal sacrifices in support of Chapter activities and programs. Nominee must have a ten (10) year minimum membership in IAWP.

Send all nominations for the Ohio Chapter IAWP Hall of Fame (two weeks prior to the summer board meeting current year). to:

(current), Chairman Hall of Fame Committee Ohio chapter, IAWP

All nominations not accepted for induction will be held for future consideration.

THE OHIO CHAPTER IAWP HALL OF FAME IS DEDICATED TO THE MEMORY OF CONNER H. SAYER

**SELECTION**

1. Consideration of all nominations will be made by the Executive Board of the Ohio Chapter at its Summer Board Meeting.

2. Selection of a nominee will require at least a two-thirds (2/3) approval vote by the Ohio Chapter Executive Board present and voting.

3. Those chosen for induction into the Hall of Fame will be inducted at the next Fall Convention of the Ohio Chapter.

4. Nominations not chosen for induction will be held for consideration in succeeding years.

(Current year) Ohio Chapter, IAWP Hall of Fame

BALLOT

**Nominee To Be Inducted**

Name

Name

Name

Name

The inscription of the plaque should contain:

a. The name of the Chapter (Ohio Chapter, IAWP)

b. The name of the Award (Hall of Fame)

c. The name of the Inductee

d. The word: INDUCTED

e. The city where inducted

f. The full date of the induction

An Ohio chapter Membership pin should also be attached to the plaque.

**L. NOMINATING COMMITTEE**

POSITION: Nominating Committee

HOW ATTAINED: Chair and four members are appointed by the Chapter Executive Board at the Fall Meeting.

AUTHORITY: Ohio Chapter Constitution Article III, B; VI, C.1; VII.C; VIII.A; By-Law M

TERM: One (1) year for the Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. The Committee is ideally divided by a mixture of job classification and geographic locations or both.

2. Recruits candidates for each elective office with the exception of the President.

a. President Elect

b. Vice President

c. Elder R. Herring Memorial Foundation Trustee – one (1) each year d. International District VII Director Elect – every three years

e. Alternate International District Director (Elect) – every three years.

3. Prepares the slate of candidates.

4. Chair files the nominations Report which is to be posted in each and every ODJFS and related offices and/or in the Cardinal newsletter – electronic and hard copy versions - NO LATER THAN THIRTY (30) DAYS PRIOR TO THE ANNUAL (SPRING) MEETING at which time the election is held.

5. Chair presents the slate of candidates to the general membership at the annual meeting.

6. Accepts nominations from the floor for any and all positions to be elected.

7. Chair prepares the official ballots (50-100) prior to the annual

meeting and turns them over to the Chair of the Credentials

Committee for distribution.

8. Chair prepares and presents a final report at the Spring Institute

to the Executive Board.

To be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President b) Chapter Secretary

c) Professional Practices Chair

**M. CREDENTIALS**

POSITION: Credentials Committee

HOW ATTAINED: Chair and two (2) members are appointed by the Chapter Executive Board prior to

The annual meeting (Spring Institute)

AUTHORITY: Ohio Chapter Constitution Article VI-C.1; VII- D, E; VIII- D TERM: One (1) year for the Chair and members

DUTIES, RESPONSIBLILITIES AND DEADLINES:

1. Receives from the Chapter Treasurer a current list of membership

as of sever (7) days prior to the annual Meeting.

2. Distributes one (1) ballot to each present member in good standing

1. After the voting is complete, collects the ballots making sure

that all that were distributed are returned.

4. Meets somewhere outside the assembly room to tally the votes.

5. Chair announces to the general membership the results of the

election.

6. Chair makes a motion to destroy the ballots and follows through.

**N. PARLIAMENTARIAN**

POSITION: Parliamentarian

HOW ATTAINED: Appointed by the Chapter President

AUTHORITY: Ohio Chapter constitution Article X

TERM: One (1) year

DUTIES, RESPONSIBLITIES AND DEADLINES:

1. Recommend that a member of the Executive Board serve as

Parliamentarian in order to be present at all meetings.

1. Should be well versed in the rules and procedures of

parliamentary law.

3. Must be well versed in the Ohio Chapter Constitution and By-Laws.

1. Should be familiar with the minutes of previous meetings to

advise the President on unfinished business.

1. Advises the presiding officer on questions of procedure in

transacting the business of the assembly legally, efficiently

and impartially.

1. Advises the President but does not make decisions.
2. When asked by the President or assembly, states rulings and/or interprets them.
3. When asked by the President or assembly, states rulings and/or interprets them.

9. Parliamentarian’s opinion is purely advisory.

Source of Items 5-8: *“Robert’s Rules of Order, Revised”*, 1983 Edition,

Jove Publications, New York

**O. EMPLOYEE PERFORMANCE AWARD**

POSITION: Employee Performance Award Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair as needed.

AUTHORITY: Ohio Chapter Constitution Article VI-C.1

TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Objective is to recognize and acknowledge performance in the field of workforce development By an IAWP member.

2. Enlists the support of the agency administrator.

3. Solicits nominations from the membership.

4. Publicizes the awards with fliers in each and every ODJFS and related

offices and/or in the Cardinal newsletter – electronic and hard copy versions.

5. Supplies the guidelines, criteria and rules to the membership.

6. Establishes and publicizes the deadlines. CHAPTER JUDGING MUST BE COMPLETED AT THE WINTER BOARD MEETING IN TIME FOR INCLUSION IN PROFESSIONAL PRACTICES REPORT TO INTERNATIONAL. See Appendix B)

7. Committee judges all nominations on a point system which they have established using guidelines provided by The International.

8. Select(s) the winner(s) of the award(s)

9. Chair orders the desk plaques through the Awards Chair (the President Elect) and supplies information for appropriate engraving. Payment will be made by the Treasurer.

10. Chair may wish to include appropriate certificates of award which can also be obtained through the Awards Chair (the President Elect).

11. Notifies the Chapter Treasurer in writing prior to the Spring Institute of the winner(s) and nominator(s) so that checks for the cash award(s) can be prepared.

12. Makes sure that the winner(s) and their nominator(s) will be present at the Spring Institute.

13. Chair presents the awards at the Spring Institute.

14. Prepares an article for the “Cardinal” listing the winner(s).

15. Chair submits two (2) copies each of all materials concerning the Employee Performance Award competition and all winning Chapter nominations to the Chapter Professional Practices Chair IN TIME FOR INCLUSION IN PROFESSIONAL PRACTICES REPORT TO INTERNATIONAL.

16. A copy of each winning nomination is prepared for the Chapter historical file.

17. Prepares and presents a final written report at the Spring Institute to be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

**P. SERVICES TO VETERANS**

POSITION: Services to Veterans Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair as needed

AUTHORITY: Ohio Chapter Constitution Article VI-C.1o

TERM: One (1) year for the chair and members DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Objective is to recognize services to veterans in the State of Ohio.

2. Enlists the support of the Agency Administrator.

3. Solicits nominations for awards to the small offices (1-14 staff members) and the large office (15 or more staff members) that have provided outstanding and/or creative services to their veterans.

4. Recognizes individual VISCs and/or DVOPs who have performed beyond their stated duties.

5. Supplies the rules, criteria and guidelines to the membership in accordance with international guidelines.

6. Establishes and publicizes the deadlines for chapter contests.

7. Judges all nominations and selects the winners.

8. Chair orders the plaques through the Chapter President and/or Secretary and has them suitably engraved.

9. Presents the awards at the Spring Institute.

10. Makes sure that the winners are represented at the Spring Institute to receive their award.

11. Prepares an article for the “Cardinal” listing the winners.

12. Submits the winners to the International Veterans Aware Chair

by the specified deadline (see - Appendix B) for consideration for additional awards on the International level.

13. Submits any special award winners to the Ohio Chapter Achievement Chair, along with two (2) copies each of all material pertaining to veterans Affairs competition for the calendar year, 2-3 weeks before the International deadline for Professional Practices. (See Appendix B).

14. May wish to present any suggestions for the improvement of services to veterans to the Chapter Executive Board.

15. Prepares and presents a written report at the Spring Institute, to be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

**VETERANS SERVICE AWARDS**

OBJECTIVES OF THE PROGRAM:

1. To recognize outstanding service and/or achievement by any individual, employer and/or organization in the field of veterans service and training programs. This might include professional, community, church and other organizational activities and services.

2. To award those selected as having performed in an outstanding manner beyond the normal expectations of job requirements;

3. To encourage and assist local offices in conducting veterans programs as a means of recognizing meritorious accomplishments within their own membership.

4. To share ideas, programs and processes recognized as meritorious achievement with district and local offices and others associated with employment and training activities for veterans, i.e., veterans service organizations or other associations contributing to the advancement of our veterans.

ELIGIBILITY FOR COMPETITION:

1. Any person or employer/agency whose work is considered outstanding on the basis of the criteria listed herein are eligible for competition;

2. Included are not only those employed in Employment Security agencies, but also members in other employment and training related organizations, such as the Veterans Administration, Civil Service, Social Services, Vocational Rehabilitation and other similar entities.

3. All (or the major part) of the activity/performance to be considered must have occurred during the calendar year preceding the year in which this award is granted.

CRITERIA BASED ON ACHIEVEMENT IN FIELDS OF WORK ACTIVITY:

1. Placement and/or training of applicants;

2. Employability and/or vocational counseling;

3. Employer and/or industrial services

4. Services to special applicants: Disabled veterans, veterans, and other

handicapped persons;

5. Management improvement, personnel management and fiscal

management to facilitate veterans training, employment and training

activity;

6. Participation in local community activities;

7. Veteran employment and training programs (JTPA, Title IV-C, TJTC,

etc. . . ),and any other activity related to employment or training

programs and services to veterans.

Statement of Accomplishment:

1. What was done;

2. When it was done;

3. How it was done.

SUBMITTAL OF NOMINATIONS:

1. Nominations must be postmarked on or before midnight, February 14, 1991, and be received before close of business of February 15, 1991. Mail entries to:Committee Chair

2. Only one (1) copy of the material is to be submitted.

In writing nominations, a be specific with details. Also include effective utilization of employers, veterans service organizations, union, activities and job performance. The following topics to be considered in “Statement of Accomplishment” are ONLY suggestions!

1. Overall promotion of veterans programs;

2. Potential use by others:

3. Individual initiative and originality displayed; and communities

4. Benefits derived from the achievement to the veteran, other applicants, IAWP, ODJFS and Ohio communities.

**Q. SERVICES TO PEOPLE WITH DISABILITIES**

POSITION: Services to People with Disabilities

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair as needed

AUTHORITY: Ohio Chapter Constitution Article VI, C.1n

TERM: One (1) year for Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Objective is to recognize outstanding service to people with disabilities by members of theOhio chapter.

2. Enlists the support of the Agency Administrator.

3. Solicits nominations for the awards from the membership.

4. Supplies the rules, criteria and guidelines to the membership in accordance with international guidelines.

5. Establishes and publicizes the deadlines for chapter contests.

6. Judges all nominations and selects the winner(s) of the award(s).

7. Chair orders the desk plaques through the Chapter President and/or Secretary and has them appropriately engraved.

8. Notifies the Chapter Treasurer in writing, prior to the Spring Institute, of the winner(s) and nominator(s) so that checks for the cash awards can be prepared.

9. Makes sure that the winner(s) and their nominator(s) will be present at the Spring Institute.

10. Chair presents the awards at the Spring Institute.

11. Prepares an article for the “Cardinal” listing the winner(s).

12. Submits Ohio’s FIRST PLACE NOMINATION TO THE International Specialized Customer Service Chair by the specified deadline (see Appendix B) for consideration for additional awards at the International level.

13. Submits two (2) copies of all materials pertaining to committee activity and copies of winning nominations to the Chapter historical file.

14. May wish to present any suggestions for the improvement of specialized customer services to the Executive Board.

15. Prepares and presents a written final report at the Spring Institute, to be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

c) Professional Practices Chair

**R. EDUCATION**

POSITION: Education Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members re appointed by the Chair as needed.

AUTHORITY: Ohio Chapter Constitution Article VI, C.1f

TERM: One (1) year for Chair and members DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Promotes and/or directs educational activities through the Area Representatives.

2. Stresses the importance of reporting educational activities and providing documentation for

Chapter Achievement reporting**. Check on this with Arlene**

3. Through the Chapter President and/or Secretary, orders pertinent material from the International Executive Office.

4. Becomes familiar with the various grant programs.

a. Elder R. Herring Memorial Foundation – Ohio – individual

b. Logan S. Chambers Education Grant – International – individual

c. W. Scott Boyd Group Scholarship Grant – International – group

5. Maintains a supply of applications and updated information regarding criteria and procedures.

6. Maintains lines of communication with the Elder R. Herring Memorial Foundation Chair

(requests a copy of all reports and correspondence).

7. Acts as liaison between the Chapter Executive Board and the Mamie Hankerson Library Sub-Committee (sub-committee consists of a Librarian appointed by the Chapter Executive Board immediately following the Spring Institute, one (1) member appointed by the

Librarian and the Education Chair).

8. Requests an annual report of library activities (new purchases, circulation, publicity, etc.) from the Library Chair.

9. Be aware of the information needed for reporting to International (obtain through the International website [www.iawponline.org](http://www.iawponline.org/)).

10. Compiles all reports, documentation and correspondence, including any contact (telephone, personal, etc.) that resulted in reportable activity.

11. When in doubt, report it; no activity is insignificant if it serves to educate.

12. Maintains lines of communication with the International Chair.

13. Prepares and submits a complete report (certified mail, return receipt requested) to the International Education Chair by the specified deadline (see Appendix B) with one (1) copy to the Chapter Achievement Chair, one (1) copy to the Chapter historical file and one (1) to the committee file.

14. Prepares and presents a written quarterly report, be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

15. Implements and coordinates the Workforce Professional Development Program (WPDP) in Ohio.

OHIO CHAPTER

IAWP EDUCATIONAL GROUP GRANT

PURPOSE – The grant is designed to provide financial assistance in the form of a charitable contribution in the name of the Speaker who has given of their time and talent to inform our membership of IAWP in Employment Security on topics of personal and professional development.

ELIGIBILITY – Ohio Chapter IAWP Executive Board

These grants will be used as a “’Gesture of Goodwill” for the Speaker’s favorite charity from the Ohio Chapter IAWP. Grants of $25.00 each will be available yearly (January 1 thru December 31) to the first six Ohio Sum-Chapters or Ohio Executive Board who apply and are approved. Ohio IAWP Sub- Chapter or the Ohio Executive Board may only receive one grant per year.

The meeting must e held outside of normal work time with at least ten (10) current IAWP members present and the Speaker must be other than an agency employee. Documentation of meeting is needed for application to be approved and should include: flyers or notices of meeting, agenda of meeting with name of Speaker and topic, and the names of IAWP members present.

PROCEDURE-PAYMENT/REIMBURSEMENT - Only the Ohio Chapter IAWP President and may apply for payment or reimbursement of the Ohio Chapter IAWP Educational Group Grant. The application must be complete and documentation attached and mailed within 45 days after the meeting to the current Education Chair, Ohio Chapter IAWP (Address below).

The Ohio Chapter IAWP Educational group Grant Committee has 30 days in which to approve or deny application and then request payment or reimbursement by the Ohio Chapter Treasurer. Prompt responses depend on expeditious handling of requests by all concerned.

**S. PULBLICATIONS**

POSITION: Publications Committee (“Cardinal” & Website)

HOW ATTAINED: Chair is appointed by the Chapter President;

members are appointed by the chair needed

AUTHORITY: Ohio Chapter Constitution Article VI-C.1l

TERM: One (1) year for the Chair and members

DUTITES, RESPONSIBILITITES AND DEADLINES:

1. Chair is the Editor and Publisher of the “Cardinal”.

2. Plans for a minimum of four (4) issues a year to be published quarterly.

3. Obtains and sets a budget for sufficient distribution.

4. Sets deadlines for the receipt of articles.

5. Sets and keeps the deadlines for publications.

6. Covers the proceedings of the Fall Convention and Spring Institute each year, including the taking of pictures.

7. Encourages articles from the Executive Board members, Committee Chair and special interest items as reported by the Area Representatives at previous Executive Board meetings.

8. Sets a list of Committee Reports for inclusion in each issue of the “Cardinal” and obtains copies of reports from the Chapter Secretary.

9. Assembles material and prepares layout.

10. Arranges for printing of Cardinals requested by mail.

11. Obtains preprinted mailing labels from the chapter Treasurer.

12. Prepares the finished issues for mailing, electronic distribution and website posting.

13. Sends courtesy copies to the International Executive director, International Officers, International District VII Chapter Presidents, International District VII Director and International District VII Director Elect.

14. Provides thirty (30) copies of each issue to the Chapter historical file and four (4) copies to the Professional Practices Chair.

15. Sends two (2) copies of each issue to the International Public

Relations Chair as soon as available.

16. Submits all other publicity material with the final report to the International Public Relations Chair by the specified deadline (see appendix B) with two (2) copies to the Chapter Historical file and one (1) copy to the committee file.

17. Prepares and presents a final written report at the Spring Institute, be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

**T. RETIREES**

POSITION: Retirees Committee

HOW ATTAINED: Chair is appointed by the Chapter President; member are appointed by the chair as needed.

AUTHORITY: Ohio Chapter Constitution Article III, A.1, B; VI, C.1m

TERM: One (1) year for the Chair and members. DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Chair and members of this committee are members in good standing of the Ohio Chapter and, if possible, are in retired status.

2. Creates and/or updates the list of Agency retirees for contact as IAWP members.

3. Coordinates with the membership chair to recruit retirees for membership in IAWP (dues for retirees are one-half (1/2) those of active members).

4. Be in contact with the Chairs of the Spring Institute and Fall Convention committees to promote retiree program participation, registration considerations, special program consideration, etc.

5. Compiles information on retirees and submits to the “Cardinal” editor for publication in each issue (if noteworthy enough, also submits to “IAWP Workforce Professionals”).

6. Submits two (2) copies each of all material concerning retiree activities and winning chapter nomination to the Chapter Achievement Chair 2-3 WEEKS PRIOR TO THE INTERNATIONAL DEADLINE FOR PROFESSIONAL PRACTICES (see Appendix B) for inclusion in the Chapter Achievement Report. **Check\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

7. Promotes entries for the Retiree of the Year Award to be given during the Spring Institute and submitted to the International by the specified deadline (see Appendix B) for additional consideration.

8. Prepares and presents a final written report at the Spring Institute, be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a) Chapter President

b) Chapter Secretary

c) Professional Practices Chair

**U. CITATION AWARD**

POSITION: Citation Award Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the chair as needed.

AUTHORITY: Ohio Chapter Constitution Article VI, C.1c

TERM; One (1) year for the Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Objective is to recognize an individual and /or group, not an employee of an employment security entity, who has made an outstanding contribution to IAWP and /or the field of employment security.

2. Solicits nominations from the membership and/or agency administration.

3. Provides the criteria and guidelines in accordance with International guidelines.

4. Establishes and announces the nomination deadlines.

5. If the nominations(s) meet the criteria, select a winner(s).

6. Notifies the winner(s) of their selection and invites them to attend the annual Spring Institute to receive the award.

7. Chair orders the plaques through the Chapter President and/or Secretary and has them suitably engraved.

8. Makes the presentation of the award at the annual Spring Institute.

9. Submits the winning nomination (individual and/or group) to the International Citation chair by the specified deadline (see Appendix B) for additional consideration.

10. Prepares a written quarterly report with documentation of all activities within their area to be submitted 14 days prior to the meeting.

A. Electronic distribution of the reports follows:

a. Chapter President

b. Chapter Secretary

c. Professional Practices Chair

OHIO CITATION AWARD

Nominations to recognize and individual and/or group, not an employee of an employment security entity, but who has made outstanding contributions to IAWP and/or the field of employment security must be postmarked by January 31

The statement of accomplishments (for individual or group) must include the following:

1. What was done. 4. Results

2. When it was done. 5. Evidence (documentation)

3. How it was done.

The nominee (individual or group) may have:

1. Performed outstanding work in the promotion of legislation for the strengthening and betterment of the overall employment security program, or for the welfare of employment security personnel;

2. Displayed a great interest and performed outstanding services in the field of vocational training, services for disabled veterans or rehabilitation programs;

3. Demonstrated outstand leadership in the betterment of health and working conditions of workers in general, or employment security personnel;

4. Performed outstanding services in connection with an educational or related program directed toward professional advancement or improved professional competency of employment security personnel; or

5. Performed outstanding work in encouraging either employers or potential client groups to make use of employment security services, thus enhancing the relationship between employment security and the community that it serves.

Nominations should include a comprehensive but CONSISE description of the individual’s or group’s accomplishments under one or more of the criteria, along with supporting documents.

**V. LEGISLATIVE**

POSITION: Legislative Committee

HOW ATTAINED: Chair is appointed by the Chapter President; members are appointed by the Chair as needed

AUTHORITY: Ohio Chapter constitution Article II.D, E; VI, C.1i

TERM: One (1) year for the Chair and members

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Electronically develops a plan to distribute “Information Memos” and “Action Memos” to the members.

2. Develops a plan to ensure that action is taken on all “Action memos” and obtains documentation of the action taken.

3. Meets with the Chapter President and Publications Chair to discuss the publication of at least one article on legislation in the “Cardinal”.

4. Outlines a special initiative on legislation for the Chapter.

5. Provides an electronic link to Members of Congress through the Ohio Chapter website.

6. Keeps the Chapter membership informed through electronic memo distribution and prepares articles for the “Cardinal”.

7. Offers to speak, or arranges for speakers, for Institutes, Conventions, Sub-Chapter meetings, etc.

8. Writes or arranges to have written articles on legislative topics.

9. Reviews the annual “Employment Security Impact Report” and shares pertinent information.

10. Keeps in contact with the International Legislative Committee and submits a report with suitable documentation to International Legislative Chair by the specified deadline (see Appendix B). Two (2) copies of the is report are prepared for the Chapter historical file.

11. Prepares a written quarterly report with documentation of all activities within their area to be submitted 14 days prior to the meeting.

Electronic distribution of the reports follows:

a. Chapter President

b. Chapter Secretary

c. Professional Practices Chair

**W. PRESIDENT’S ADVISORY**

POSITION: President’s Advisory Committee

HOW ATTAINED: Members are appointed by the Chapter President

AUTHORITY: Ohio Chapter Constitution Article VI, C.2

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Acts as an informal advisory and planning committee for the Ohio Chapter and its Executive Board

2. Objectives are to assist in the planning of Chapter programs and identification and solving of problems as the arise.

3. Is composed of a core group of officers and/or committee chairs which may include but is not limited to:

a. President Elect

b. Vice President

c. Treasurer

d. Assistant Treasurer

e. Secretary

g. Immediate Past President

h. President of the Past Presidents Club

i. Professional Practices Chair

4. The President shall act as Chair.

5. Meetings may be called by the Chair as the need arises.

6. Committee Chairs may be asked to attend.

7. May assume the duties of the Audit and Finance Committee, and as such, shall conduct the audit of Chapter accounts and prepare the annual budge proposal.

**X. HISTORIAN**

POSITION: Historian

HOW ATTAINED: Appointed by Chapter President

AUTHORITY: Ohio Chapter constitution Article VI, C.2

TERM: One (1) year

DUTIES, RESPONSIBILITIES AND DEADLINES:

1. Maintains hard copy records of Chapter activities in a permanent file.

2. Makes the files available to members of the Chapter for research purposes.

3. Transfers selected hard copy information to a portable drive.

4. Stores current relevant information on a portable drive.

5. May prepare articles for publication in the “Cardinal”.

**SECTION V**

**CONSTITUTION**

IAWP District VII

**Article I – Name**

This organization will be called “District VII of the International Association of Workforce

Professionals.”

**Article II – Objectives**

The objectives of District VII are:

1. To coordinate the efforts of the District in achieving and exceeding the aims of the

International Association.

2. To support the activities of the Chapter in District VII.

3. To support the members of participating Chapters in the District who have bee

nominated by their Chapters for International office and to support activities leading up to and thru presentation of an International Convention and/or bid.

**Article III – Membership**

1. Any member in good standing with a participating Chapter in this District and of the International Association will be a member of District VII.

2. Membership in this district shall be classified as those who are full, associate or life in Accordance with the qualifications set forth by the International By-Laws.

3. The right to make motions, second motions, place names in nomination, hold office, be nominated for office, hold office on one or more committees or on the Executive Board will be confined to full and life members of participating Chapters, except members in retired status will not be eligible to hold an elective office.

4. The right to vote at any District VII or special meeting is limited to the delegates attending from each Chapter on the basis of one vote at large per Chapter and one additional vote for each fifty active members or major fraction thereof.

**Article IV – Chapters**

1. District VII will consist of the following Chapters: Indiana, Kentucky and Ohio.

2. Ownership of property by a Chapter or by its membership will not constitute ownership of District VII.

3. Ownership of property by the District will be considered to be the property of the entire membership. In the event the District organization will become inactive or be dissolved, any property in its possession will be disposed of by action of the District Executive Board and resultant funds, if any, along with other funds of the treasury, will, after payment of all outstanding bill, be returned to the three State Chapters proportionately according to membership as certified by the International Association for voting at the last annual meeting.

4. In the event of action by the International Association that changes the District structure, the District VII Chapter will be dissolved in accordance with paragraph three (3) of this article.

**Article V – Officers and Executive Board**

1. The elected officers of the District will be a District Representative, District Representative Elect, who will act as treasurer. A Recording Corresponding Secretary will be appointed by the District Representative.

2. The Executive Board will consist of the District Representative, District Representative Elect (to serve as Treasurer), Immediate Past District Representative, Recording/Corresponding Secretary, and the President or the President’s duly authorized representative of each Chapter.

**Article VI – Meetings**

1. The District will hold an annual institute with the time and place to be designated by the

Executive Board.

2. Special meetings of the membership or delegates representing the Chapters may be called by the District VII Representative or the Executive Board during the International Convention or at such time as the District VII Representative or the Executive Board deems necessary.

**Article VII – Quorum**

1. Twelve (12) active delegates will constitute a quorum in any annual or special meetings o the District.

2. A simple majority of members of the Executive Board will constitute a quorum of that

Board.

**Article VIII – Amendments**

1. Each proposed amendment to this constitution or to the By-laws will be published and distributed to the State Chapter Presidents at least sixty (60) days prior to the meeting at which such proposals could be voted upon. It will be the duty of each State Chapter President to publish such proposed changes at least thirty (30) days prior to the meeting. Such publication will be deemed to constitute notice at all Chapter members. Adoption of any such proposed amendment or By-law(s) will require a two-thirds majority of the votes represented by the delegates attending and voting at the business meeting.

**BY-LAWS**

IAWP District VII

**Article I – Classes of Membership and Participating Chapters**

The classes of membership shall be in conformance with the membership classes in the International

Constitution.

**Article II – Assessments**

1. The annual assessment for each Chapter shall be an amount equal to twenty cents ($.20) for each dues paying member in the Chapter as certified by the International Association for voting at the last annual meeting.

2. The annual assessments shall be due and payable thirty days after the International

Convention.

3. Any Chapter that has not paid its annual assessment for any year, when due and payable, ceases to be a participating chapter, however a Chapter may be reinstated at any time upon payment of the proper annual assessment.

**Article III – Nominations and Elections**

1. The office of District Representative shall be rotated among the Chapters in the following order: Kentucky, Ohio and Indiana provided that the Chapter whose turn it is has membership to hold office under Article III of the District Constitution.

2. The Executive Board shall, each year at the time of the annual or duly called Institute appoint a Nominating Committee of three (3) composed of one active member from each Chapter. The chairman of the committee to be the immediate past District Representative and a Representative from each remaining state. No less than 45 days before the annual or duly called Institute the Chairman of the Nominating Committee shall notify the District Representative by mail of the names of the nominees for the offices of Recording Secretary and Treasurer. No less than 30

days prior to each annual or duly called District Institute the District Representative shall submit a list to be distributed by mail to all participating Chapter Presidents. Nominations may also be made from the floor.

3. Subject to all applicable provisions of the Constitution and By-laws of this District, each officer of this District shall be elected annually by a vote of the Active membership present at the annual or duly called institute. The District Representative, Recording Secretary and Treasurer shall take office at the conclusion of the International Convention and shall serve until the close of the next International convention.

**Article IV – Duties of Officers and Executive Board**

1. The District Representative shall represent the District on the International level as provided by the International Constitution and By-laws. In addition, the District Representative shall preside at all meetings of the District. the Representative shall enforce due observation of the District Constitution and By-laws, decide all questions of order, offer for consideration all motions regularly made. The District Representative may call special meetings, appoint committees not otherwise

provided for and perform such duties as the office might require or as may be assigned by the Executive Board. The District Representative shall be an ex-officio member of all committees, (ex- cept the Nominations and Elections Committee), without vote except in case of a tie.

2. The Recording Secretary shall keep minutes of all meetings of the District and of the Executive

Board, maintain the permanent records of the District and perform other duties that are assigned by the District Representative or the Executive Board, and shall send notices to each Chapter of the time and place of all regular and special meetings.

3. The Treasurer shall receive and be responsible for all monies belonging to the District and make purchases and expenditures only as authorized by the Executive Board and shall be bonded and the bond approved by the Executive Board. The Treasurer shall deposit all monies in the

bank promptly upon receipt and shall keep proper count and submit a written report regarding the state of the Treasury at the annual Institute of the District and upon leaving office, shall transfer all monies, books and records to the successor. A balance sheet shall be published for the Board of each state. All funds must be transferred within 30 days after the International Convention.

4. The Executive Board shall meet annually and be subject to the call of the District Representative for such special meetings as the representative deems necessary. The board shall manage the financial affairs of the District, recommend ways and means of providing funds as the need

may arise, appoint new officers for the District when vacancies occur within the limitations of Article V, Section 1 of the By-laws, make all other recommendations to the District as is deemed necessary and to authorize expenditure of District funds.

**Article V – Vacancies in Offices**

1. In case of a vacancy in the office of District Representative the President of the Chapter to which the District Representative was a member shall fill the vacancy immediately and report the appointment to the District VII Executive Board and the International Board.

2. A vacancy in the office of Recording Secretary and/or Treasurer shall be filled by appointment by the District Representative with approval by the Executive Board.

**Article VI – Committee**

1. Standing committees shall be: (a) an auditing committee; (b) a nominating committee: (c) a resolutions, constitution and by-law committee; and (d) a credentials and elections committee all to be appointed by the Executive Board.

2. (a) The auditing Committee shall audit the books of the Treasurer annually and report its findings to the members at the annual Institute.

(b) The Nominating committee shall perform duties as outlined in Article III, Section 3, of these By-laws.

(c) The Resolutions, Constitution and By-laws Committee shall receive and approve resolutions submitted to them by the Chapters for presentation at the District Institute and/or to the International Convention. They shall also receive suggestions and consider changes recommended in the constitution and By-laws of the District.

(d) The Credentials and Elections Committee shall be responsible for certifying the credentials of all delegates and perform election duties.

**Article VII – Parliamentary Procedures**

1. The proceedings at each meeting of this District will be governed by applicable provisions of “Robert’s Rules of Orders, Revised.”