

Changes to Standing Rules to conform to proposed Bylaws:

Section 5: Districts – Delete in entirety

Section 6: District Directors – Delete in entirety

Section 7: Nominations

7.1 Nominating Committee

A Nominating Committee, composed of two (2) ~~District~~ Directors **at Large**, two (2) **members at large**, and the Immediate Past President, shall be appointed each year by the President.

The Immediate Past President shall serve as chair of the Nominating Committee.

Section 8: Elections

8.1 Election of Officers and Directors at Large

There shall be an election of officers and **directors at large** for the IAWP Board of Directors each spring. The election shall commence 60 days prior to the date of the annual meeting of the members and will end 24 hours prior to the start of the meeting. The dates of the election and sample ballot shall be published in an official IAWP publication distributed to members and be posted on the IAWP website.

All names forwarded by the nominations committees shall appear on the ballot. The ballot may also include items forwarded by the Board of Directors or the membership as prescribed in this manual.

Section 8: Board of Directors

9.3 Board Members

Directors shall include elected officers and ~~the District~~ Directors **at Large**. All Directors shall have voting rights. Committee Chairs and the Executive Director serve as non-voting, advisors to the Board.

9.4 Division of Work

The President may designate such work under appropriate IAWP committees, either standing or special.

The Board of Directors or its designee shall determine the number of members, composition, method of appointment or election, functions, powers and duties, structure, authority to act, and other matters relating to each committee, standing or special.

Any committee may be composed of members of the Board of Directors, Officers, ~~District~~ Directors at Large, or other members of IAWP.

9.6.1 Notice

An annual and in-person meeting of the Board of Directors shall be held without notice other than by these ~~Bylaws~~ Standing Rules immediately after within seven (7) days of the conclusion of the annual meeting of the membership to address any business as may properly come before the Board of Directors.

For all other regular Board of Director meetings, a minimum 30 day notice must be provided to the Board members and to the membership. Posting on the IAWP website and/or in official IAWP publications will serve as notice.

Notice of any special meeting shall be e-mailed to each member of the Board of Directors and each member at least five (5) days before the date of the meeting. The e-mail will be sent to the last e-mail address on file with the Administrative Office and shall state the time and place of the meeting. The date the e-mail is sent shall be deemed the date of notice.

9.6.3 Quorum

Quorum is required for the board to conduct business. Quorum is a majority of filled director positions, ~~excluding Districts IX-XIII~~. If a quorum is not present, the a majority of directors present may adjourn the meeting without further notice

Section 10: Officers

10.1 Qualifications

The following criteria are required in order to serve as International President, President-Elect, Vice-President, and Secretary-Treasurer.

1. Continuous IAWP membership for the last five years;
2. Attended and participated actively in at least one recent Workforce Development Conference;
3. The freedom to travel to Board of Directors meetings, some chapter conferences, and the Workforce Development Conference. (If employed, a letter from the appropriate

supervisor indicating the nominee will be allowed the required time off will be required. If leave is not allowed, but use of vacation leave is approved, the nominee(s) should include with the nomination, a statement they will use such leave to attend meetings.);

4. The financial means to attend board meetings, some chapter conventions, and the Workforce Development Conference; and
5. The ability to plan, organize, and delegate authority for the satisfactory accomplishment of IAWP activities demonstrated by the nominee's employment position or accomplishments in IAWP.

The President, President-Elect and Vice President must also have served as one of the following: chapter president, international officer, ~~international district director~~ international director at large, international committee chair, coordinator or liaison.

Section 16: Intellectual Property

16.1 Intellectual Property

Intellectual Property licenses may be granted to IAWP chapters, ~~districts~~ and/or entities unaffiliated with IAWP. For example, IAWP may license a group to use training course materials developed for IAWP, or IAWP may allow others to distribute IAWP publications.

IAWP's intellectual property is to be used for the benefit of the organization as a whole, rather than any group or individual within IAWP.

Section 17: Repeal or Amendment of Bylaws

17.1 Repeal or Amendments

Action to repeal or amend the bylaws may be initiated by a majority vote of the Board of Directors, or by a petition signed by ~~1,000~~ 10% of members in good standing and entitled to vote on such matter. Such action must include whether a vote of the membership shall take place during the election of the officers or through a special election.

The Board shall verify the authenticity of the petition and signatures prior as well as ensure the proposed action is not in violation of the Articles of Incorporation prior to the presentation of the proposal to the membership for vote.

Travel Policy: Section IX

Travel Policy, Section IX – NON-REIMBURSABLE EXPENSES

The following are non-reimbursable expenses:

- Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stop-overs for personal reasons or leaving earlier or returning later than necessary unless the traveler sufficiently documents that the costs are no more than the costs would have been without the indirect route, personal stopover or arrival/departure time earlier/later than needed;
- Expenses for travel between home and office or for other non-official purposes;
- Expenses incurred by staff while on leave;
- Per Diem and meal expenses when an overnight stay is not required;
- Travel to the Workforce Development Conference, board meeting immediately before and after the conference for non-staff members;
- ~~Travel expenses for District 9, 10, 11, 12, 13 Directors;~~
- Expenses for alcoholic beverages;
- ~~Travel within the district for District Directors. (Directors should arrange travel support through their chapter, district, employer or other means.); and~~
- Business-related expenses including stenographic, copying, fax services, stationery, postage, shipping, supplies and gratuities for services performed (such as moving boxes and supplies, room set up, etc.) that are necessary for the transaction of IAWP business must be approved by the Executive Director or President and are NOT be included on the travel voucher. When possible, administrative office staff should use the IAWP credit card and submit receipts with the credit card statement. When the IAWP credit card is not available, these expenses must be submitted separately to the Secretary-Treasurer for reimbursement authorization.

Insert NEW section after Officers as follows:

SECTION XX: DIRECTORS AT LARGE

The rules outlined in this section coincide with, and serve to support the directives in XXXXX of the Bylaws of the International Association of Workforce Professionals, Inc.

XX.1 Qualifications

The following criteria are required in order to serve as a Director at Large

- Workforce, Senior Workforce, or Emeritus Workforce member who is current on dues
- Member for at least three years
- Experience in leading groups and/or previous board experience
- Demonstrates effective verbal and written communication skills
- Demonstrates strategic thinking
- Demonstrates a strong commitment to the workforce profession
- Active in the promotion of IAWP in their community
- If located in an area with a chapter, letter of support from the chapter. If not, signatures of at least ten Workforce, Senior, and/or Emeritus Workforce Development Professional members in good standing.
- If currently working, letter of support of organization's leadership

XX.2 Duties

Each Director at Large shall

- Represent the views of the membership and act in the best interest in the association in board discussions and decisions.
- Serve as a liaison to a segment of the membership as assigned by the President;
- Lead a strategic initiative as assigned by the President (see section 12);
- Serve on committees as assigned;
- Assist the President in fulfilling the responsibility to enforce the Bylaws and other manuals and handbooks;

- Serve on committees as assigned by President; and
- Perform such other duties as may be assigned by the President or by the Board of Directors as well as assigned by this and other IAWP manuals and handbooks.

XX.3 Nominations and Elections

Nominations for Directors At-Large may come to the nomination committee in one of two ways:

- 1) A current, active chapter may forward a qualified name chosen by a vote of their board or membership to be placed in nomination for a delegate position OR
- 2) If the state or country the member is in does not have an active chapter, the member may place their name in nomination by submitting a petition of nomination with the signatures or letter of support of at least ten full or retiree members to the nomination committee.

All eligible members may cast a vote in the election for all Directors At-Large. Directors will serve two year terms, with half the positions elected in even years and half in odd years.

xx.4 Removal of Directors at Large

Action to remove a Director at Large elected by the members may be initiated by a majority vote of the Board of Directors, or by a petition signed and by 10% of members in good standing and entitled to vote on such matter. Such action by the board or petition will trigger a special election per the guidelines in this manual. A Director at Large shall be removed from office and the Board of Directors if a majority of members voting vote in the affirmative.

No action to remove a Director at Large shall be initiated within sixty (60) days of the annual meeting of members.