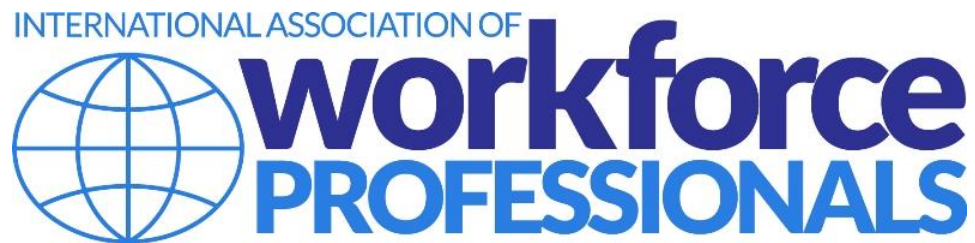


# STANDING RULES, POLICIES & PROCEDURES



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Approved by IAWP Board of Directors

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## TABLE OF CONTENTS

PREAMBLE .....	2
Vision.....	2
Mission Statement .....	2
Core Values .....	2
What is Workforce Development?.....	2
Our Role in the Workforce System?.....	3
DEFINITIONS.....	4
SECTION 1: STANDING RULES, POLICIES AND PROCEDURES .....	5
1.1 Purpose .....	5
1.2 Changes or Revisions to Standing Rules .....	5
1.3 Other Manuals and Handbooks .....	6
SECTION 2: MEMBERSHIP .....	6
2.1 Membership Classes .....	6
2.2 Membership Categories.....	6
2.3 Multiple Memberships.....	10
2.4 Establishment of Fees .....	10
2.5 Membership Year.....	10
2.6 Membership Fee Due Date .....	11
2.7 Waiver or Rebate of Fees.....	11
2.8 Non-Payment of Membership Fees .....	11
2.9 Reinstatement of Continuous Membership Status .....	11
2.10 Member Resignation.....	11
2.11 Revocation of Membership.....	11
2.12 Transfer of Membership .....	12
2.13 Voting Rights .....	12
2.14 Legislative and Other Political Interest Activities .....	12
SECTION 3: MEETINGS OF THE MEMBERS .....	12
3.1 Annual Meeting of the Members.....	13
3.2 Special Meeting of the Members.....	13
3.3 Certification of Membership Records.....	13
3.4 Annual Reports.....	13
3.5 Quorum .....	13

3.6	Parliamentary Procedure .....	14
SECTION 4: CHAPTERS.....		14
4.1	Organization.....	14
4.2	Chapter Affiliation.....	14
4.3	Annual Report .....	14
4.4	Starting a Chapter .....	14
4.5	Active and Inactive Chapters .....	15
4.6	Chapter with only Life Members .....	15
4.7	Transmittals .....	15
4.8	Jurisdiction .....	15
4.9	Revocation of Chapter Charter .....	16
SECTION 5: NOMINATIONS .....		16
5.1	Nominating Committee .....	16
5.2	Duties of Nominating Committee .....	16
SECTION 6: ELECTIONS .....		16
6.1	Election of Officers and Directors at Large .....	16
6.2	Special Elections.....	17
6.3	Voter Guide.....	17
6.4	Eligibility to Vote .....	17
6.5	Method of Voting.....	17
6.6	Certification of Vote.....	17
6.7	Results.....	18
6.8	Binding Results.....	18
SECTION 7: BOARD OF DIRECTORS .....		18
7.1	Power of the Board .....	20
7.2	Administrative Duties.....	20
7.3	Board Members .....	20
7.4	Division of Work.....	20
7.5	Election of a Chair .....	20
7.6	Meetings .....	21
7.7	Guest Observers.....	21
7.8	Manner of Acting .....	22
7.9	Informal Actions.....	22
7.10	Installment of Directors .....	22

7.11	Charitable Contributions and Political Activity .....	23
7.12	Absences .....	23
7.13	Resignation.....	23
SECTION 8: OFFICERS .....		23
8.1	Qualifications .....	24
8.2	Officers and Duties.....	25
8.2.1	President .....	25
8.2.2	President-Elect .....	25
8.2.3	Vice President .....	25
8.2.4	Secretary/Treasurer .....	26
8.2.5	Immediate Past President.....	26
8.3	Executive Committee .....	27
8.3.1	Quorum .....	27
8.3.2	Telephone Conference or Electronic Meetings .....	27
8.4	Removal of Officers.....	27
SECTION 9: DIRECTORS AT LARGE.....		28
9.1	Qualifications .....	28
9.2	Duties .....	29
9.3	Nominations and Elections .....	29
9.4	Removal of Directors at Large.....	29
SECTION 10: COMMITTEES .....		30
10.1	Types .....	30
10.2	Administrative Committees .....	30
10.3	Standing Committees.....	31
	(b) Bylaws and Resolution.....	31
	(c) Chapter Development.....	32
	(d) Conference.....	32
	(e) International Relations .....	32
	(f) Membership .....	33
	(g) Professional Development.....	33
10.3.2	Committee Chair Appointment.....	34
10.3.3	Role and Responsibilities .....	34
10.4	Ad-Hoc Committees .....	35
10.5	Authority .....	35

10.6	Shared Purpose .....	35
10.7	Annual Reports.....	35
SECTION 11: STRATEGIC LEADERS.....		35
11.1	Strategic Leaders.....	35
SECTION 12: EXECUTIVE DIRECTOR.....		36
12.1	Executive Director .....	36
12.2	Authority .....	36
12.3	Supervision and Assignment of Work.....	36
12.4	Role on Board and Committees .....	36
12.5	Reports.....	36
SECTION 13: FINANCIAL AFFAIRS .....		36
13.1	Fiscal Year.....	37
13.2	Budget .....	37
13.3	Emergency Expenditures .....	37
13.4	Signing Authority.....	37
13.5	Financial Records .....	37
13.6	Annual Internal Review.....	38
13.7	Taxes .....	38
13.8	Loans .....	38
13.9	Investments.....	38
SECTION 14: BOOKS AND RECORDS.....		38
14.1	Membership Records.....	38
14.2	Meeting Records .....	39
14.3	Other Records .....	39
SECTION 15: INTELLECTUAL PROPERTY.....		39
15.1	Intellectual Property .....	39
15.2	Authority .....	39
15.3	Chapter and Affiliate Use .....	40
15.4	Guidelines .....	40
15.5	Termination of Use .....	40
15.6	Guideline Changes .....	40
SECTION 16: REPEAL OR AMENDMENT OF BYLAWS.....		41
16.1	Repeal or Amendments .....	41
16.2	Election.....	41

SECTION 17: POLICIES .....	42
17.1 Policies .....	42
17.2 Review of Policies.....	42
17.3 Location of Policies .....	42
17.4 Annual Statements.....	42
APPENDIX .....	43
Appendix 1: Districts .....	44
Appendix 2: District Directors .....	46
Appendix A: Code of Conduct .....	49
Appendix B: Conflict Of Interest.....	51
Appendix C: Non Discrimination and Anti-Harassment .....	53
Appendix D: Whistleblower .....	56
Appendix E: Board Travel .....	58
Appendix F: Investment .....	61
Appendix G: Finance .....	62
Appendix H: Document Retention and Destruction .....	64
Appendix I: Disclosure.....	66
Appendix J: Annual Statement.....	68

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## PREAMBLE

### Vision

Empower professionals in the workforce development system to deliver world class services and programs.

### Mission Statement

Strengthen the workforce development system through professional development, education, and networking.

### Core Values

1. **Integrity:** Above all, we think and act with integrity each day and in each decision we make. This requires personal and collective integrity. Our brand is both fragile and powerful and requires our constant attention. We take to heart our values, vision and mission. We are honest, reliable and caring in our dealings with other people, both in and outside the association.
2. **Collaboration:** We believe in the awesome power of working together. Together, we are stronger and contribute more, leading to greater success than when working alone or with an individual focus. Trust and care are the foundation of collaboration.
3. **Fellowship:** We come together to share a common interest in our profession. We stay together as we build friendships that last a lifetime. Together, we welcome new people into our family with open arms. We take care of each other in good times and bad. We are loyal to our association and to each other.
4. **Inclusiveness:** We acknowledge, honor, and respect the value and dignity of all individuals. We create and maintain an environment that respects diverse backgrounds, traditions, heritages, and experiences.
5. **Community:** We believe in being a responsible partner locally, nationally, and internationally. We work to make the places we work and live better through volunteering. We look for opportunities to pay our good fortunes forward.
6. **Stewardship:** We are effective stewards of financial, human, and natural resources. Our stewardship extends to all the resources we have been given, including the dues we receive, our reputation and the good will of our communities.

### What is Workforce Development?

Workforce development is the coordination of public and private-sector policies and programs that provides *individuals* with the opportunity for a sustainable livelihood and helps *organizations* achieve exemplary goals, consistent with the *societal* context. (*Jacobs and Hawley, Ohio State University*)

## **Our Role in the Workforce System?**

For over 100 years, IAWP has provided educational, recognition, and networking opportunities to those working in the workforce development profession. We educate our members on trends within the workforce system, provide information on new laws and rules that impact service delivery, and provide professional and career development opportunities to improve and enhance their skills. Our Workforce Professional Development Program provides certificate programs on topics such as resume writing, interview skills, facilitation, and history of the workforce profession. We elevate our profession by offering our Certified Workforce Professional designation to those who demonstrate an outstanding effort in learning about and keeping with the profession. IAWP honors innovative organizations, groups, and individuals for their contributions to workforce development and the workforce system. And, with members across the world, we provide an opportunity to network and connect with colleagues.

## DEFINITIONS

**Ad Hoc Committee** - Committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

**Annual Membership Meeting** - The annual membership meeting is a meeting of the general membership of the association. The business may include electing a board and/or officers, making important decisions and informing the members of previous and future activities. The President presides over the meeting.

**Association** – International Association of Workforce Professionals

**Board** – The Board of Directors of the association. The Board is comprised of “Directors” and “Officers”.

**Chapter** – A group of members granted authority to operate under the association’s Chapter Affiliation Agreement. The agreement, among other things, outlines the terms governing the Chapters’ use of the IAWP’s name and logo, define the geographic scope of each Chapter’s activities, etc.

**Executive Committee** – The group of directors consisting of IAWP officers appointed to act on behalf of, and within the powers granted to them by, the board of directors.

**Member** – Members or member refers to the voting members of the association.

**Parent Organization** - The administrative staff, elected officers, board of directors, and committees that oversee the vision, direction, rules, policies, and procedures of the association. Authorizes the establishment or operates chapters and other components of the association.

**Officers** - The officers of the association are elected by the membership. They are: president, president elect, vice president, secretary/treasurer and immediate past president. Officers are responsible for the management and day-to-day operations of the association.

**Standing Committee** – Committee with a continued existence, formed to do its assigned work on an ongoing basis.

**Workforce Development Conference** – The Workforce Development Conference offers educational programs, networking, social and other programs and events associated to with the workforce profession. The conference may feature keynote speakers, educational sessions, vendor displays, networking opportunities and other information and activities of interest to attendees.

**Written Notice** – Information transmitted via email and/or regular or certified mail.

## SECTION 1: STANDING RULES, POLICIES AND PROCEDURES

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*

### **ARTICLE XII, RULES AND POLICIES.**

#### **Section 2. Standing Rules**

The Standing Rules shall be the official organizational rules, policies and operating procedures to implement these bylaws. The Standing Rules may be amended by a two-thirds (2/3) vote of the Board or two-thirds (2/3) vote of the members entitled to cast a vote and casting a vote. No provision of the Standing Rules however may supersede or conflict with these Articles of Incorporation or these bylaws.

#### **Section 3. Other Manuals**

The Board may approve additional manuals, or handbooks or policies that are not in conflict with the Articles of Incorporation or these bylaws.

### **1.1 Purpose**

The *Standing Rules, Policies and Procedures Manual* (hereinafter "*Standing Rules*") shall be the official organizational rules, policies and operating procedures to implement the bylaws of the International Association of Workforce Association.

### **1.2 Changes or Revisions to Standing Rules**

#### **1.2.1 By the Board of Directors**

A vote of two-thirds (2/3) of the Board of Directors present and voting is required in favor of the adoption of any change or revision.

The membership shall be informed of any substantive change or revision in the first official IAWP publication distributed to all members after the change. Changes or revision shall also be posted on the IAWP website.

#### **1.2.2 By Association Members**

If, in the opinion of the members, reflected by a petition signed by one hundred (100) members in good standing and entitled to vote on such matters; changes or revisions to the Standing Rules are necessary, such changes or revisions may be adopted.

The same method and manner of voting applicable to an amendment of the IAWP Bylaws shall be followed. A two-thirds (2/3) of the members entitled to vote and voting must approve the adoption of such changes or revisions.

The membership shall be informed of any substantive change or revision in the first official IAWP publication distributed to all members after the change. Changes or revision shall also be posted on the IAWP website.

A vote of the Board of Directors may not override changes or revisions adopted by the members.

### 1.3 Other Manuals and Handbooks

The Board of Directors may approve and issue other manuals and handbooks to administer programs or initiatives.

## SECTION 2: MEMBERSHIP

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE II, MEMBERS.**

### **Section 1. Classes and Voting**

The Board of Directors shall establish classes or subcategories of members in the Association. Each member entitled to vote shall cast one vote on all matters for which a membership vote is permitted by law, the Articles of Incorporation, the bylaws, or the Standing Rules.

### **Section 2. Eligibility and Requirements of Membership**

The Board will set dues, fees, and requirements of membership for each class and subcategory of membership. Membership in the IAWP is open to individuals and organizations who advance the purpose and objectives of the association, subscribe to and are qualified under these bylaws and Board policies or actions. A member in good standing is one who meets membership requirements and whose membership dues are current. All references to members in these bylaws refer to members in good standing.

### **Section 3. Termination of Membership**

A member of any class and/or subcategory may be terminated, or other disciplinary action taken for cause, upon the by affirmative vote of two-thirds (2/3) of the Board of Directors. The member shall be afforded notice of the charges and given an opportunity to provide written comments to the Board in response to the allegations in accordance with the procedures established and published in the Standing Rules.

## 2.1 Membership Classes

The two membership classes are defined as follows:

### **2.1.1 Chapter Affiliated Members**

Chapter Affiliated Members are interested in the purpose of IAWP and affiliated with an IAWP chapter. Chapter affiliated members pay the applicable annual IAWP membership fee along with applicable chapter membership fees. With permission from a local chapter, a Chapter Affiliated Member may choose to participate in multiple IAWP chapters but is only entitled to the rights and privileges of membership (including voting rights) in one chapter.

### **2.1.2 Non-Chapter Affiliated Members**

Non-chapter affiliated members are interested in the purpose of IAWP but not affiliated with an IAWP chapter. Non-Chapter affiliated members pay the applicable annual IAWP membership fee.

## 2.2 Membership Categories

Membership Categories – Each category of member shall fall under both membership classes unless otherwise noted.

### **2.2.1 Workforce Professional**

Workforce Professional members shall be employed or have an interest in an aspect of the workforce system, either full-time, part-time, or on an independent basis. Such member shall be deemed in good standing if his or her annual IAWP membership fees, both to IAWP and the applicable chapter, are current.

Workforce Professional members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and be elected to the board of directors, and serve on committees. When determining a quorum for a meeting of the members, Workforce Professional members shall be counted.

### **2.2.2 Senior Workforce Professional**

Senior Workforce Professional members shall have an interest in an aspect of the workforce system-either full-time, part-time, or on an independent basis and be 65 years of age or older. Such member shall be deemed in good standing if his or her annual IAWP membership fees, are current.

Senior Workforce Professional members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Senior Workforce Professional members shall be counted.

### **2.2.3 Retired Workforce Professional**

Retired Workforce Professional members shall be retired from a position within the workforce system. Such member shall be deemed in good standing if his or her annual IAWP membership fees, are current.

Retired Workforce Professional members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Retiree Workforce Professional members shall be counted.

### **2.2.4 Emeritus Workforce Professional**

Upon reaching the age of 80 years, a current member may choose to be relieved of his or her obligation to pay membership fees to IAWP and become an Emeritus Workforce Professional.

An Emeritus Member that has reached 80 years or older shall provide IAWP annual written notification of his or her interest in continuing membership.

Emeritus Workforce Professional Members in good standing shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold

office, and serve on committees. When determining a quorum for a meeting of the members, Workforce Emeritus members shall be counted.

### **2.2.5 Life Member**

A Life Membership shall be awarded to any IAWP member in good standing upon completion of his or her service as International President of IAWP.

An application for life membership may be submitted by a Chapter or current Board Member for any member in good standing that has been a member of IAWP for a minimum of 30 years. The application submission must include the one-time life membership fee and be received by the Administrative Office at least sixty (60) days prior the annual meeting of the members at which the life membership shall be conferred. Applications are reviewed by the Executive Committee and forwarded to the Board of Directors for approval.

Life Members shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Life Members shall be counted.

A Life Membership shall include membership, with all the rights of an active member, in one IAWP chapter. A Chapter Affiliated Life Member may transfer his or her chapter membership, with permission of the chapter and without penalty. Notification of any transfer shall be provided to the IAWP administrative office.

### **2.2.6 International Affiliate**

This category is only for use by the parent organization and is classified as Non Chapter Affiliated.

An International Affiliate is a country or representative of a country, such as an embassy or consulate, which may wish to join IAWP.

Benefits for International Affiliates shall be set by the IAWP Executive Director and approved by the Executive Committee.

An International Affiliates shall include no more than five (5) individual contacts. Said International Affiliate shall designate one individual contact to represent the organization. An International Affiliate does not have any right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, International Affiliates shall not be counted.

An individual may choose to join IAWP as an individual may choose to join IAWP as a Workforce, Senior Workforce, or Retired Workforce Professional to receive all rights of a member.

### **2.2.7 Organizational Affiliate**

This category is only for use by the parent organization and is classified as Non Chapter Affiliated.

An Organizational Affiliate is a non-governmental organization connected to the workforce profession who wishes to join IAWP.

Benefits for Organizational Affiliates shall be set by the IAWP Executive Director and approved by the Executive Committee.

An Organizational Affiliate shall include no more than five (5) individual contacts. Said Organizational Affiliate shall designate one individual contact to represent the organization. An Organizational Affiliate does not have any right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Organizational Affiliates shall not be counted.

An individual may choose to join IAWP as a regular or senior member to receive all rights of a member.

### **2.2.8 Governmental Affiliate**

This category is used by a Governmental agency to have all their employees be members of the parent organization and is classified as Non Chapter Affiliated.

A Governmental Affiliate is a governmental organization connected to the workforce profession who wishes all of their employees to be members of IAWP.

Benefits for Governmental Affiliates shall be set by the IAWP Executive Director and approved by the Executive Committee.

A Governmental Affiliate shall include no more than five (5) individual contacts. Said Governmental Affiliate shall designate one individual contact to represent the government. A Governmental Affiliate does not have any right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees. When determining a quorum for a meeting of the members, Governmental Affiliates shall not be counted.

An individual may choose to join IAWP as an individual may choose to join IAWP as a Workforce, Senior Workforce, or Retired Workforce Professional to receive all rights of a member.



## 2.3 Multiple Memberships

No individual or organization may hold membership in more than one (1) class or subcategory. If there is uncertainty as to which class or subcategory of membership an applicant should be admitted, a determination shall be made by the board of directors.

## 2.4 Establishment of Fees

The Board of Directors sets the annual membership fees for each class and category for the following calendar year during the fall meeting of the Board of Directors. Two-thirds (2/3) of the Directors present and voting at the meeting shall determine the fees for each class and subcategory.

### 2.4.1 Current Fees

Effective January 1, 2019 the fees of IAWP shall be

Workforce Professional	\$60
Senior Workforce Professional	\$50
Retired Workforce Professional	\$40
Emeritus Workforce Professional	0
Organizational Affiliate	\$1,695
International Affiliate	\$1,695
Governmental Affiliate	\$30 per person as of date of agreement
Life Member	\$1125

### 2.4.2 Future Fees

Subject to board review, effective January 1, 2021 the fees of IAWP shall be

Workforce Professional	\$75
Senior Workforce Professional	\$65
Retired Workforce Professional	\$55
Emeritus Workforce Professional	0
Organizational Affiliate	\$1,895
International Affiliate	\$1,895
Governmental Affiliate	\$37.50 per person as of date of agreement
Life Member	\$1,325

## 2.5 Membership Year

A membership year begins on the date membership data is accepted application or transmittal is accepted by IAWP, hence forth called member anniversary date.

## **2.6 Membership Fee Due Date**

Annual membership fees for all classes and categories, with the exception of Life and Emeritus Members, are due on the member anniversary date.

## **2.7 Waiver or Rebate of Fees**

No part of the annual IAWP membership fee shall be prorated or apportioned to fractional parts of the year, and no part of the annual IAWP membership fee shall be waived or rebated for any reason.

## **2.8 Non-Payment of Membership Fees**

Any member, with the exception of a Life and Emeritus member, whose annual IAWP membership fees have not been received by the administrative office on or before the member anniversary date, shall be considered inactive and not entitled to exercise any rights as a member.

## **2.9 Reinstatement of Continuous Membership Status**

Any member who desires a continuous membership record but whose membership has lapsed because of a failure to pay membership fees may be reinstated upon showing proof of qualification and paying all financial obligations in arrears.

## **2.10 Member Resignation**

Any member may resign from IAWP by notifying the association in writing. Dues are non-refundable if a member resigns. Resignations are effective upon receipt of notice by the association, but the member shall remain liable for financial obligations incurred by the member before the association's receipt of notice of resignation.

## **2.11 Revocation of Membership**

A member of any class and/or subcategory may be terminated, or other disciplinary action taken for cause, upon the by affirmative vote of two-thirds (2/3) of the board of directors. The member shall be afforded notice of the charges at least ten days prior to the meeting at which a vote on disciplinary action shall take place. The member shall be given an opportunity to provide written comments to the Board in response to the allegations. All written comments must be received prior the meeting at which the vote on disciplinary action shall take place.

The term "for cause" shall include, but is not limited to:

- Any violation of the bylaws or policies of IAWP.
- Any conduct on the part of a member that is prejudicial to the interests and welfare of IAWP and its members.

### **2.11.1 Reinstatement of Membership**

After a period of five years, any individual who has had his or her membership privileges revoked may apply to be reinstated at the discretion of the board of directors.

## **2.12 Transfer of Membership**

Membership in IAWP is not transferrable.

## **2.13 Voting Rights**

With the exception of International and Organizational Affiliates, all classes and subcategories of members, in good standing, shall have the right to vote, make and second motions, place names in nomination, be nominated for and hold office, and serve on committees.

International and Organizational Affiliate members do not have voting rights.

## **2.14 Legislative and Other Political Interest Activities**

Members may not promote, promulgate, nor represent views on public issues as being endorsed by the IAWP unless specifically authorized by the Board. Without authorization, such ~~personal~~ views may not be disseminated to the general public nor to government officials using IAWP letterhead, IAWP position titles, or in any way giving the appearance of IAWP support or endorsement.

## **SECTION 3: MEETINGS OF THE MEMBERS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws: ARTICLE II, MEMBERS.*

### **Section 4. Annual Meeting**

The annual meeting of the members shall be held on a date set by the Board of Directors. At the annual meeting, the President or any officer that the Board or President may designate, shall report on the activities and financial condition of the corporation. The annual report shall include membership numbers, financial performance and progress toward annual goals.

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

The Board of Directors may choose to call a special meeting of the members. The meeting need not take place in person. Business at the special meeting shall be limited to the topic specified.

### **Section 6. Notice of Meeting**

Notice of all meetings of the members shall be given to each member at the last address of record, by first class mail or electronic mail at least 10 business days before the meeting, or by means other than first class mail at least 30 but not more than 60 days before the meeting. The notice shall include the date, time, place, and purposes of the meeting.

### **Section 7. Quorum and Voting**

The Board of Directors will set quorum for member meetings at the first meeting of the administrative year. The Board shall not set the quorum at less than one percent (1%) of members in good standing and entitled to cast votes. A majority vote of the members voting is the act of the members, unless these Bylaws or the law provide differently.

**Section 8. Proxy Voting**

There shall be no voting by proxy.

**Section 9. Voting by Ballot**

The manner and method by which members shall cast votes regarding matters on which they are entitled to vote shall be as determined by the Board of Directors and published in the Standing Rules.

**Section 10. Action by Consent**

Any action required by law to be taken at a meeting of the members may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the members.

**3.1 Annual Meeting of the Members**

The Annual Meeting of the members will be held during the Annual Workforce Development Conference. The exact date, time, and location will be published in an official IAWP Publication and on the IAWP website at least 60 days prior to the meeting. Every member in good standing is entitled to participate in and exercise voting rights at the annual meeting.

**3.2 Special Meeting of the Members**

The Board of Directors may choose to call a special meeting of the members. The meeting need not take place in person. The exact date, time, and location will be published in an official IAWP Publication and on the IAWP website at least 30 days prior to the meeting. Every member in good standing is entitled to participate in and exercise voting rights a special meeting of the members.

**3.3 Certification of Membership Records**

At least ten (10) days before any meeting of the membership, the Administrative Office shall provide to the Secretary/Treasurer a ~~certified~~ listing of all members in good standing entitled to exercise voting rights at a meeting of the membership. The list shall then be certified by the Secretary/Treasurer.

**3.4 Annual Reports**

The IAWP Executive Director and President each shall provide an annual report at the Annual Meeting of the Members. A summary of each report shall be made available to the membership via email and posting on the website not more than 30 days after the Annual Meeting of the Members.

**3.5 Quorum**

Unless the Board of Directors votes otherwise, quorum for all member meetings shall be 1% of the membership as the date of the first board meeting of the administrative year.

When determining a quorum for a meeting of the members, all classes and subcategories of members, except organizational, governmental, and international affiliates, shall be counted.

### **3.6 Parliamentary Procedure**

All meetings of the members will be governed by the applicable revision of *Robert's Rules of Order*, Revised, and other rules of order as adopted by the Board of Directors.

## **SECTION 4: CHAPTERS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE III, CHAPTERS.**

### **Section 1. Chapters**

Members in each state or territory of the United States, each province of Canada and each country may create a chapter of IAWP in accordance with the procedures established and published in the Standing Rules.

#### **4.1 Organization**

The IAWP shall encourage and foster the organization of chapters.

#### **4.2 Chapter Affiliation**

Each chapter shall maintain a Chapter Affiliation Agreement with the association. Chapter Affiliation Agreements shall be renewed, at minimum, every five years by the Board of Directors. Changes to the chapter Affiliation Agreement can only be made by the Board of Directors.

#### **4.3 Annual Report**

Each chapter shall submit an annual report to IAWP. The reporting standards will be reviewed and set by the Board of Directors each year. Annual report submissions are reviewed by the Executive Committee.

A Chapter that fails to meet the reporting requirements will be placed on a one year action plan to correct deficiencies. If a chapter fails to show substantial progress in correcting deficiencies, the Board of Directors may disaffiliate a chapter.

#### **4.4 Starting a Chapter**

A group of 25 members in good standing who live in the proposed chapter may petition IAWP to start a chapter. The IAWP President may approve the petition if there is commitment from the local members to meet all aspects of the Chapter Affiliation Agreement within one year. Upon a proposed chapter meeting all aspects of the Chapter Affiliation Agreement, the IAWP President shall issue a Chapter Charter and sign the Chapter Affiliation Agreement.

#### **4.5 Active and Inactive Chapters**

A chapter shall be deemed active and entitled to retain its charter as long as the chapter retains members for whom annual IAWP membership fees are remitted to the IAWP Administrative Office and submits the annual report.

A chapter shall be deemed inactive during any membership year in which its annual report is not submitted to IAWP and/or IAWP membership fees are not transmitted to the IAWP Administrative Office.

#### **4.6 Chapter with only Life Members**

A chapter with only life members shall not be required to submit an annual report and is deemed to be in compliance since their membership was paid-up in full by their chapter in advance. If a life member wishes to switch his or her membership to another chapter, they will not be penalized in any way. They will transfer to the new chapter if that chapter will allow the transfer, and they will be a member of the new chapter with all rights as a member, upon notification to the administrative office.

#### **4.7 Transmittals**

For members joining or renewing through a chapter, per the Chapter Affiliation Agreement, chapters will transmit association fees and membership data within fifteen days of the end of each quarter.

For members joining or renewing through the parent organization, IAWP will transmit chapter development fees and membership data to active chapters within fifteen days of the end of each quarter.

#### **4.8 Jurisdiction**

Except with the approval of the Board of Directors, a chapter will have no administrative jurisdiction outside the state, territory, province or country in which such chapter is located.

A chapter or person acting for a chapter may use the name and the intellectual property of IAWP only concerning matters directly affecting the interests of such chapter in the state, territory, province or country in which the chapter is located.

A chapter or person acting for a chapter may address a federal agency or a federal administrator on matters pertaining to IAWP outside the jurisdiction of the chapter only if authorized by the International IAWP President or Board of Directors.

#### **4.9 Revocation of Chapter Charter**

If a chapter is deemed inactive for two (2) consecutive calendar years, its charter and chapter affiliation agreement shall be deemed revoked without any action by the IAWP Board of Directors.

### **SECTION 5: NOMINATIONS**

#### **5.1 Nominating Committee**

A Nominating Committee, composed two (2) past international presidents, 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.

#### **5.2 Duties of Nominating Committee**

The Nominating Committee will...

- Develop process to solicit and vet nominations from the membership for open board positions;
- Solicit nominations from the membership for open board positions;
- Review and vet nominations to determine if nominee meets qualifications for desired position;
- From qualified nominees, collect biography, candidate profile, and a high resolution photo; and
- Forward a list of qualified candidates with biography, candidate profile, and high resolution photo for each, to the IAWP Administrative Office no later than 90 days from the annual meeting of the membership.

### **SECTION 6: ELECTIONS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE II, MEMBERS.**

#### **Section 9. Voting by Ballot**

The manner and method by which members shall cast votes regarding matters on which they are entitled to vote shall be as determined by the Board of Directors and published in the Standing Rules.

#### **6.1 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 annual 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 eligible 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.

## **6.2 Special Elections**

From time to time the Board of Directors may choose to refer an issue to the membership for a vote. The election shall be open for a minimum of 60 days. The dates of the election and a sample ballot shall be published in an official IAWP publication distributed to members and be posted on the IAWP website.

## **6.3 Voter Guide**

The Administrative Office shall prepare a voter's guide that will include for Officer Elections, each candidate's biography, candidate, and photo as well as information on any issue forwarded to the members by the Board of Directors.

For special elections the voter guide will include a description and explanation of the issue forwarded by the Board of Directors.

The voter guide may be published as part of an IAWP official publication that is distributed to members.

## **6.4 Eligibility to Vote**

All members entitled at the start of the election to cast such vote shall be afforded an opportunity to cast a ballot.

## **6.5 Method of Voting**

Voting shall take place through a portal on the IAWP website.

Members that do not have access to the internet may request a paper ballot be sent to them by the Administrative Office. All paper ballots must be received in the IAWP Administrative Office at least 14 days prior to the close of the election.

The Board of Directors may choose to allow paper ballots at the Annual Workforce Development Conference up to the voting deadline.

## **6.6 Certification of Vote**

The IAWP Administrative Office and IAWP Secretary/Treasurer shall certify the vote and results of the election.



## 6.7 Results

The results of the voting shall be published in an official IAWP publication distributed to members and be posted on the IAWP website after the voting period has closed and the vote and results certified.

## 6.8 Binding Results

The voting results shall be binding on the membership and the Board of Directors.

## SECTION 7: BOARD OF DIRECTORS

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE IV, BOARD OF DIRECTORS.**

### Section 1. Duties

The affairs of IAWP will be managed by the Board of Directors, henceforth referred to as the Board.

### Section 2. Board Positions

The Board shall include the elected Officers, Directors at Large, and additional positions as determined by the Board, henceforth collectively referred to as Directors. Each board position will have a position description listing the duties and responsibilities of that position in the Standing Rules.

### Section 3. Qualification and Number

Directors must be members in good standing and meet the qualifications approved by the Board and published in the Standing Rules. The number of Directors may vary between a minimum of nine and a maximum of twenty.

### Section 4. Removal

Directors must read and sign the *Board Code of Conduct* and other applicable policies approved by the Board and published in the Standing Rules. Any violation of the *Board Code of Conduct* or other policies may be sufficient cause for discipline or removal of a director. When discipline or removal from office is being considered, charges must be presented to the Director at least 14 days in advance and the Director must be allowed a sufficient opportunity to address and defend charges to the entire Board prior to any action being taken. Disciplinary action or removal from office must be approved by two thirds of the Directors in office.

### Section 5. Vacancies

Except as provided below, vacancies on the Board and newly created board positions will be filled by a majority vote of the Directors in office. If the President's office is vacated, the President-Elect will assume the position and its responsibilities. If both the President and President-Elect offices become vacant simultaneously, the Past President will assume the duties and responsibilities of the President until the expiration of the term.

### Section 6. Quorum and Action

A quorum at a board meeting shall be a majority of the number of Directors set by the Board and filled. If a quorum is present, action may be taken by the Directors present.

### Section 7. Voting

Only duly elected Directors or those appointed following a vacancy or resignation, shall have the right to vote on matters coming before the Board.

### Section 8. Delegated Authority

The Board may delegate to any person or committee the authority the Board deems appropriate. The Board however, may not delegate to any person or committee its authority to amend the Articles of Incorporation or any other governing document.

#### **Section 8. Regular Meetings**

The Board shall meet at least once per quarter. Regular meetings of the Board shall be held at the time and place to be determined by the Board or President. No other notice of the date, time, place, or purpose of these meetings is required, except as otherwise provided in these bylaws.

#### **Section 9. Special Meetings**

Special meetings of the Board shall be held at the time and place to be determined by the Board or President. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each Director and member by sending e-mail to the e-mail address of record not less than five (5) days prior to the special meeting.

#### **Section 10. Meeting by Telecommunication or Computer**

The Board may conduct any regular or special meeting of the Board, through the use of any means of communication by which all of the Directors participating may hear each other during the meeting. A Director who participates in such a meeting by such means shall be deemed to be present in person at the meeting.

#### **Section 11. Action by Consent**

Any action required or permitted by law, these bylaws, or other governing documents to be taken at a meeting of the Board may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the Directors. A written communication includes a communication that is transmitted or received by electronic means. Signing includes an electronic signature that is executed or adopted by a Director with the intent to sign.

#### **Section 12. Contents of Notice; Waiver of Notice**

The business to be transacted and the purpose of any regular or special meeting of the Board shall be specified in the notice of such meeting.

A director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

#### **Section 13. Communications with Members**

The Board will make its meeting minutes, annual operating budget and annual report available to the members in accordance with the disclosure policy as set forth in the Standing Rules. Notice of amendments to the bylaws that are adopted will be distributed to members within 60 days of adoption.

#### **Section 14. Prohibition Against Private Inurement**

No part of the net earnings of the association shall inure to the benefit of, or be distributable to, its members, officers, board members, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this Association.

No director shall receive compensation for his or her service as a director. However, reasonable and authorized expenses incurred by a director, by reason of his or her duties or responsibilities as such, may be paid by IAWP provided nothing contained herein shall be construed to preclude any director from serving IAWP in any other capacity and receiving compensation.

### **7.1 Power of the Board**

The Board of Directors shall have supervision, control, and direction of the affairs of the Association; shall determine its policies within the limits of the Bylaws; shall actively pursue its purposes; and shall have discretion in the disbursement of its funds. The Board may delegate its rights and responsibilities to the Executive Committee. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

### **7.2 Administrative Duties**

The Board of Directors shall have the responsibility and all appropriate and necessary authority to conduct and manage the organizational, administrative, management and fiscal affairs of IAWP, and expend funds to the extent the Board deems such expenditures to be in the best interest of IAWP, including authorizing the payment of necessary expenses by any member or staff in attending any meetings of any committee of which such person is a member.

### **7.3 Board Members**

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

### **7.4 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/Directors at Large or other members of IAWP.

### **7.5 Election of a Chair**

At its first meeting, the Board of Directors shall elect the President as Chair who shall preside at all meetings at which he/she is present, decide all questions of order and of procedure, submit for consideration all regularly made motions, and observe and require compliance with the Bylaws and the Standing Rules.

If the President is unwilling or unable to serve as Chair, the Board may elect any other board member as Chair.

## **7.6 Meetings**

The Board of Directors will meet, at minimum, within seven (7) days of the conclusion of the annual meeting of the members and at least once each quarter of the administrative year. At least two (2) meetings each year must be in person.

Special meetings of the Board of Directors may be called by the President or a simple majority of the voting members of the Board of Directors.

### **7.6.1 Notice**

An annual and in-person meeting of the Board of Directors shall be held without notice other than by these Standing Rules 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.

### **7.6.2 Method of Meeting**

With the exception of the two required in-person, regular board meetings, all other meetings, including special meetings, may be held by phone or other electronic means approved by the Board.

### **7.6.3 Quorum**

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

### **7.6.4 Parliamentary Procedure**

All meetings of the Board of Directors will be governed by the applicable revision of Robert's Rules of Order, Revised, and other rules of order as adopted by the Board of Directors.

## **7.7 Guest Observers**

Board and committee meetings are open to members in good standing who wish to listen and observe proceedings, with the exception of executive sessions. Guest observers will abide by the following guidelines:

- Guest observers are asked to respect the fact that the Board of Directors has an agenda to discuss and there may not be time for new business.
- Guest observers will be introduced at the start of the meeting and asked to sit in an area apart from voting directors, allowing directors to sit together, converse and vote.
- Guest observers are responsible for all expenses associated with their attendance, including airfare, lodging and meals.
- Guest observers shall not have the privilege of the floor unless acknowledged by the Chair.
- Once the meeting has convened, no guest observer can initiate discussion or distribute literature to a member of the Board, or other guest observers unless approved by the Chair.

## **7.8 Manner of Acting**

The act of the majority of the members of the Board of Directors present at a meeting at which a quorum exists shall be the act of the Board of Directors.

## **7.9 Informal Actions**

Any action required or permitted to be taken at a meeting of the Board of Directors, or any action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent, in writing, setting forth the action so taken, shall be signed by all of the directors and included in the minutes or filed with the corporate records. Such consent shall have the same effect as a unanimous vote.

## **7.10 Installment of Directors**

Directors shall be installed during the Annual Workforce Development Conference by taking the oath of office. Should a director not be present, the IAWP President may administer the oath of office prior the Director attending their first meeting.

### **7.10.1 Oath of Office**

*Do you solemnly affirm that you will strive, to the best of your ability, to carry out the duties and responsibilities to the office which you have been elected; that you will uphold the bylaws of the international association of workforce professionals and that you will at all times endeavor to fulfill the highest personal and professional standards of which you are capable?*

*(Wait for response)*

*AND NOW by the authority vested in me by the International Association of Workforce Professionals, I hereby declare you officially installed; your duties and responsibilities begin today, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

### **7.11 Charitable Contributions and Political Activity**

Directors may not make a charitable contribution on behalf of IAWP or by using their title with the association. Further, Directors may not promote, promulgate, nor represent views on public issues as being endorsed by the IAWP or with their title in the association unless authorized by the Board

### **7.12 Absences**

Board members may be excused from attendance upon notification to the President prior to the scheduled meeting.

### **7.13 Resignation**

Resignation from the board of directors, including voluntary resignation, must be in writing and received by the President or the Secretary.

## **SECTION 8: OFFICERS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*

### **ARTICLE V, OFFICERS.**

#### **Section 1. Officers**

The officers of IAWP shall be President, President-Elect, Vice President, Secretary-Treasurer and Immediate Past President.

#### **Section 2. Qualifications**

Must be a member in good standing and meet the qualifications approved by the Board and published in the Standing Rules.

#### **Section 3. Election**

The President-Elect becomes President without an election. The President becomes the Past President without an election. The other officers are elected by the membership as prescribed in the Standing Rules.

#### **Section 4. Term**

The term of office for the President, President-Elect, Vice President, and Past President is one year. The term of office for Secretary-Treasurer is two years. Officers may not be elected for more than two consecutive terms to the same position or office.

#### **Section 5. Duties**

##### **Section 5.1. President**

The President manages IAWP according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents. The President presides at, and sets the agenda for, Board meetings and membership meetings, except as otherwise provided in these bylaws. The President also directly supervises any paid staff.

##### **Section 5.2. President-Elect**

The President-Elect acts for the President in the President's absence, prepares to be President, and performs other duties according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents.

**Section 5.3. Vice President**

The Vice President acts for the President-Elect in the President-Elect's absence and performs other duties according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents.

**Section 5.4. Past President**

The Past President works on special projects for IAWP and serves in an advisory capacity to the President and Board as well as performs other duties according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents.

**Section 5.5. Secretary-Treasurer**

The Secretary-Treasurer has overall responsibility for all corporate funds, including signing checks and providing reports on IAWP's financial condition at Board meetings and at the President's request; for all recordkeeping, including recording board and membership minutes, provision of notice of board and membership meetings, authentication of records, maintenance of current and accurate membership lists; and other duties according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents.

**8.1 Qualifications**

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

- Workforce, Senior Workforce, Retired Workforce, or Emeritus Workforce member who is current on dues
- Continuous membership for at least the past five years
- Served as a chapter president or in a leadership role on the international board (officer, director, committee chair, committee coordinator or liaison)
- 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
- The ability to dedicate 10-15 hours a week to IAWP during regular business hours
- The ability to participate in and, when necessary, travel to meetings and events. This includes executive committee meetings, board of director meetings, state and chapter meetings, and the annual Workforce Development Conference.
- If currently working, letter of support of from your organization's leadership

## **8.2 Officers and Duties**

### **8.2.1 President**

The President shall be the chief elected officer of the Association; shall preside at meetings of the Association, the Board of Directors, and Executive Committee; and shall be a member ex officio of all committees.

The President shall appoint all committees per the guidelines set out in Section 11 of this manual.

The President shall also, at the annual meeting of the Association, and at such other times as deemed proper, communicate to the Association or to the Board of Directors, such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessary to the office of President or as may be assigned by the Board of Directors.

The President shall have all other duties, including duties assigned by this and other manuals and handbooks.

### **8.2.2 President-Elect**

The President-elect shall assume the presidency at the end of the annual business session after the administrative year served as President-elect.

In the absence of the President or in the event of his or her inability or refusal to act, the President-elect shall perform the duties of the President and, when so acting shall have all the powers and be subject to all the restrictions upon the President.

The President-Elect shall...

- Serve as a member of the Executive Committee;
- Participate in policy formation;
- Assist the President in fulfilling the responsibility to enforce the Bylaws;
- The President-elect shall perform such other duties as from time to time may be assigned by the President and the Board of Directors; and
- All other duties as assigned by this and other manuals and handbooks.

### **8.2.3 Vice President**

In the absence of the President-elect or if there is his or her inability or refusal to act, the Vice President shall perform the duties of the President-elect and, when so acting shall have all the powers and be subject to all the restrictions upon the President-elect. .



If the Vice President's position becomes vacant during the year, the President-elect will assume all duties.

The Vice-President shall...

- Serve as a member of the Executive Committee;
- Participate in policy formation;
- 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, or as assigned by this and other manuals and handbooks.

#### **8.2.4 Secretary/Treasurer**

The Secretary/Treasurer shall

- Serve a member of the Executive Committee;
- Keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose;
- See that all notices are duly given in accordance with the provisions of the IAWP Bylaws, this manual, or as required by law;
- Be custodian of the corporate records and in general perform all duties incident to the office of Secretary;
- Have charge and custody of, and be responsible for all funds and securities of the Association;
- Provide a financial report at each meeting of the Board of Directors;
- Oversee an annual internal review of all IAWP accounts and finances;
- Have signing authority on behalf of IAWP;
- Assist the Executive Director in the development and execution of the IAWP budget; and
- Perform such other duties as may be assigned by the President or by the Board of Directors or as assigned by this and other IAWP manuals and handbooks.

#### **8.2.5 Immediate Past President**

If both the President and President-elect positions become vacant, the Immediate Past President will fill the vacant position(s) until the term expires. If the Immediate Past President's position becomes vacant during any given year, it shall remain vacant until the term expires.

The Immediate Past President shall

- Serve as a member of the Executive Committee;
- Participate in policy formation;
- Assist the President in fulfilling the responsibility to enforce the Bylaws and other manuals and handbooks;
- Serve on committees as assigned by President;
- Act as a mentor to the other officers;
- Act as a liaison between the Board of Directors and the International Past Presidents;
- Serve as the Nominating Committee chair; and
- Perform such other duties as may be assigned by the President or by the Board of Directors, or as assigned by this and other manuals and handbooks.

### **8.3 Executive Committee**

The elected officers serve as the members of the Executive Committee. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board. The uncompensated members of the Executive Committee shall be responsible for conducting the performance review of the Executive Director. The Executive Director serves on the committee ex officio without a vote.

#### **8.3.1 Quorum**

A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee. The President shall call such meetings of the Executive Committee as the business of IAWP may require.

#### **8.3.2 Telephone Conference or Electronic Meetings**

Subject to the provisions of the Bylaws regarding notice and quorum, meetings of the Executive Committee may be convened via conference telephone or other electronic equipment that allows participants to communicate with each other.

### **8.4 Removal of Officers**

Action to remove an officer 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 section 7.2 of this manual. An officer shall be removed from office and the Board of Directors if a majority of members voting vote in the affirmative.

Unless an officer has a right of automatic succession, no action to remove an officer shall be initiated within sixty (60) days of the annual meeting of members.

## **SECTION 9: DIRECTORS AT LARGE**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*

### **ARTICLE VI, DIRECTORS AT LARGE.**

#### **Section 1. Directors at Large**

Directors at Large serve on the Board to represent the views of the membership and make decisions that are in the best interest of the association. For the purpose of representation on the Board and casting of certain designated votes, one Director at Large shall be elected per 1,000 members, based on total membership as of December 31 of the preceding year, with a minimum of four and a maximum of ten Directors at Large.

#### **Section 2. Qualifications**

Must be a member in good standing and meet the qualifications approved by the Board and published in the Standing Rules.

#### **Section 3. Election**

Directors at Large are elected by the membership as prescribed in the Standing Rules.

#### **Section 4. Term**

Directors at Large serve a staggered two year term, with half the directors being elected in even years and half in odd years.

#### **Section 5. Duties**

Directors at Large will interface with members, work on strategic projects, and perform other duties according to the Articles of Incorporation, these bylaws, the Standing Rules, and all other laws and Board approved documents.

### **9.1 Qualifications**

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

- Workforce, Senior Workforce, Retired 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

## **9.2 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; 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.

## **9.3 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 director 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 workforce professional, senior, retired, or life 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.

## **9.4 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 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 as provided herein. A Director at Large shall be removed from office and the Board of Directors if a majority of members voting in the affirmative.

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

## SECTION 10: COMMITTEES

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE VII, COMMITTEES.**

### **Section 1. Types of Committees**

There shall be three categories of committees: Administrative, Standing, and Ad-Hoc.

#### **Section 1.1. Administrative**

The administrative committees shall be the Nominating Committee, Executive Committee, and others as determined by the Board and in accordance with the Standing Rules.

#### **Section 1.2. Standing**

The standing committees shall be determined by the Board and the names, descriptions, and duties outlined in the Standing Rules. Standing Committee Chairs will be appointed by the President in accordance with the Standing Rules.

#### **Section 1.3. Ad-Hoc**

The President or Board may appoint an ad-hoc committee to work on special projects in accordance with the Standing Rules.

### **Section 2. Composition of Committees Exercising Board Functions**

Any committee that exercises any authority of the Board shall be chaired by a committee chair appointed by the President and approved by the Board by a majority vote.

### **Section 3. Quorum and Action**

A quorum at a committee meeting exercising Board authority shall be a majority of all committee members on the committee immediately before the meeting begins. If a quorum is present, action is taken by a majority vote of committee members present.

### **Section 4. Limitations on the Authority of Committees**

No committee may enter into contracts; may commit or authorize expenditure of association funds; may approve dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the association's assets; may elect, appoint, or remove Directors or fill vacancies on the Board or on any of its committees; nor may adopt, amend, or repeal the Articles of Incorporation, these bylaws, the Standing Rules, or any other Board approved documents

## **10.1 Types**

There shall be three types of committees:

- Administrative,
- Standing, and
- Ad-Hoc

## **10.2 Administrative Committees**

The administrative committees shall be the Executive, Internal Financial Review, and Nominations Committee. The structure, membership, and roles of these committees are outlined elsewhere in this manual.

### **10.3 Standing Committees**

The primary purpose of standing committees shall be to consider and recommend actions and propose action and policies in the functional areas under their jurisdictions, subject to final approval by the Board of Directors. In addition, some standing committees may have assigned ongoing projects to manage and oversee from year to year.

The standing committees are awards, bylaws and resolutions, chapter development, conference, executive, international relations, membership, and professional development. Committees are led by a chair appointed by the President and confirmed by the Board of Directors. The President may appoint coordinators, liaisons, and committee members at will. Each committee shall have at least two members in addition to the chair.

#### **10.3.1 Standing Committee Descriptions**

##### **(a) Awards**

This committee assists the administrative office in running the IAWP awards program. This includes:

- Promoting the awards program to the membership.
- Encouraging chapters to submit chapter awards.
- Judging nominations for individual, group, and chapter awards.
- Notifying winners and encouraging them to attend the annual awards ceremony at the Workforce Development Conference.
- Working with the conference committee in planning the annual awards ceremony.
- Publicizing the winners to the membership through a variety of means including IAWP publications as well as social media and local press releases.

##### **(b) Bylaws and Resolution**

This committee assists the president and Board of Directors in assuring that all association policies, programs, and procedures are developed and carried out in conformity with the IAWP governing documents. This includes:

- Receiving, analyzing, and preparing recommendations to the association on all proposed changes to IAWP's governing documents.
- Reviewing current and proposed changes to chapter bylaws and/or constitutions for conformity to IAWP's bylaws.
- Receiving and considering for approval all resolutions submitted by chapters, or where no chapter exists, by individual members.
- Maintain records of all association bylaws decisions and interpretations.

- Receive and consider all resolutions from IAWP’s standing committees.
- Determine those resolutions to be placed before the conference and submits all approved resolutions to the conference at IAWP’s annual business session.

In addition, the committee chair serves as the parliamentarian for the Board of Directors.

### **(c) Chapter Development**

This committee assists the administrative office in developing existing and new chapters. This includes:

- Working with the District Directors in their role as liaisons to chapters.
- Maintaining chapter resources on the IAWP website.
- Facilitating the sharing of best practices amongst chapters.
- Assisting chapters as needed with programs, leadership, governing documents.
- Assists the Administrative office in reviewing Chapter Affiliation Annual Reports
- Planning and overseeing IAWP Day at the annual Workforce Development Conference.

### **(d) Conference**

This committee assists the administrative office in planning the annual Workforce Development Conference. The committee chair oversees three subcommittees chaired by appointed coordinators: Local Arrangements, Programming, and Marketing.

- *Local Arrangement:* plans the social and networking events for the conference including welcome reception, networking night, awards ceremony, and banquet and ball as well as other events the committee determines.
- *Programming:* plans all educational aspects of the conference program including opening and closing ceremonies, in-conference networking, keynotes, general sessions, and breakout/concurrent sessions. In addition this committee works to procure and oversee AV at the conference.
- *Marketing:* works with committee chair and administrative office to develop and implement marketing plan for conference. This includes website, direct marketing, social media, and conference newsletter prior to, during, and after the conference.

### **(e) International Relations**

This committee promotes participation and membership growth in the IAWP through building relationships with representatives of nations operating embassies within the United States. This includes:

- Promoting IAWP membership and participation with workforce representatives at embassies and consulates
- Promoting international participation in the Annual Workforce Development Conference
- Establishing relationships with similarly situated international associations
- Facilitating meetings and events on a cost-effective “virtual” basis
- Soliciting articles, reports etc. on workforce innovations occurring in other nations
- Leverage existing relationships with international members

### **(f) Membership**

This committee assists the administrative office with initiatives to increase membership, encourage renewals, and increase member benefits. This includes:

- Developing and running spring and fall membership drives
- Developing membership benefits
- Improving the membership experience
- Welcoming new members to the association
- Reaching out to those members who did not renew
- Marketing membership to potential members
- Assisting with the annual member survey

In addition to the chair, this committee is comprised, at minimum, of a coordinator appointed by the President from each of the following membership classes: workforce professional, senior workforce professional, and retired workforce professional.

### **(g) Professional Development**

This committee assists the administrative office with the professional development opportunities that IAWP offers our members.

This includes:

- Survey members on an annual basis for professional development needs.
- Based on survey results, research and select speakers to for monthly professional development webinars.
- Market and produce the monthly webinars.
- Assist Conference Programming Coordinator with researching and selecting speakers for annual Workforce Development Conference.
- Assist administrative office with administration of WPDP and CWP as requested.



### **10.3.2 Committee Chair Appointment**

The President will provide to the Board of Directors a letter of support for each committee chair appointee at least ten (10) days prior to the board meeting the confirmation vote is to take place. The letter shall include the qualifications of the appointee to lead the committee. The Board may choose to accept a nomination by the President for an ad-hoc committee chair at the meeting in which the committee is formed.

### **10.3.3 Role and Responsibilities**

The role of the committee chair is to lead their committee in the work assigned in the committee descriptions below as well as other work, projects, or tasks as assigned by the Executive Director, President, or Board of Directors.

Responsibilities include:

- Calling and running meeting at least monthly, more often if necessary
- Providing updates to the Executive Director and President after each committee meeting
- Submit a committee report at least two weeks prior to each board meeting
- Following all rules, policies, and procedures of IAWP
- Working in alignment with and in support of the goals of IAWP
- Ensuring committee is completing routine and assigned tasks in a timely manner
- Attend and actively participate in Board of Director meetings as a non-voting advisor
- Mediating conflicts of committee members

### **10.3.4 Reporting**

Committee Chairs shall report administratively to the Board, to the Executive Committee, or to an Officer, as determined by the Executive Committee.

### **10.3.5 Term**

The term of each committee chair shall be until terminated by the President, or until a new President takes office, whichever is sooner. Resignations of committee chairs will be automatically effective when a new President takes office, but committee chairs will continue until a successor is appointed.

### **10.3.6 Vacancies**

Should a committee chair become vacant, the President may appoint a new chair following the prescribed process in this manual.

#### **10.4 Ad-Hoc Committees**

The IAWP President or Board of Directors may choose to form any number of Ad-Hoc Committees to work on special projects or to address current needs of the association. These committees shall be chaired by a Director and have at least three committee members appointed by the President. All Ad-Hoc committees must have a stated purpose, goals and objectives, and a date the committee will sunset.

#### **10.5 Authority**

All Committees shall be subject to instructions from the Executive Committee and the Board of Directors, and shall make recommendations to them.

#### **10.6 Shared Purpose**

Since the areas of responsibility of some committees may overlap, it is the intention of these Standing Rules that the chairs of such committees and their respective board chair communicate and cooperate with each other, in the best interest of IAWP. The Vice-President shall insure that no important function is unfulfilled because of an idiosyncrasy in the committee structure.

#### **10.7 Annual Reports**

Each committee chair shall submit a written report annually to the Board, in a manner determined by the Executive Committee. Board Committee reports shall incorporate the reports of the committees grouped within them.

### **SECTION 11: STRATEGIC LEADERS**

#### **11.1 Strategic Leaders**

On or before end of the first month of the Board's term, current board members will be appointed by the President (subject to approval of Board) to lead a strategic initiative.

- Each strategic leader shall be assigned to oversee and implement a Board- directed initiative.
- Each strategic leader shall serve as a member of the Executive Committee for the length of his or her appointment.
- Strategic Leaders shall name their respective initiative's task forces, with membership not limited to Board members.

Strategic Leader terms shall be one (1) year, but can be extended at the President's discretion and subject to the approval of the Board of Directors.

## **SECTION 12: EXECUTIVE DIRECTOR**

### **12.1 Executive Director**

The Board of Directors shall hire an Executive Director who shall serve at the will of the Board.

### **12.2 Authority**

The Executive Director shall have immediate and overall supervision of the operations of the Association, and shall direct the day-to-day business of the Association, maintain the properties of the Association, manage staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors.

The Executive Director may delegate his or her responsibilities and powers subject to the control of the Board. He or she shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

### **12.3 Supervision and Assignment of Work**

The Executive Committee will supervise and assign/direct the work of the Executive Director. No officer, Executive Committee member or member of the Board of Directors may in individually instruct the Executive Director or any other employee.

### **12.4 Role on Board and Committees**

The Executive Director shall serve without vote as an ex-officio member of the Executive Committee and Board of Directors. The Executive Director shall be an ad-hoc member of all committees.

### **12.5 Reports**

The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board.

## **SECTION 13: FINANCIAL AFFAIRS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE VIII, FINANCIAL AFFAIRS.**

### **Section 1. Fiscal Year**

The fiscal year shall be the calendar year, January 1 thru December 31.

### **Section 2. Signature Authority**

The Board shall grant signature authority to sign checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of IAWP.

### **Section 3. Budget**

The Board shall approve a budget by the beginning of each fiscal year. Should a budget not be approved, they Board may approve a resolution to continue operations at the current year's level until a budget is approved.

#### **Section 4. Contracts**

The Board may authorize any officer, officers, agent or agents to enter into any contract or execute and deliver any instruments in the name of and on behalf of IAWP. Such authority may be general or confined to specific instances.

#### **Section 5. Loans**

No loans shall be contracted on behalf of IAWP, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

#### **Section 6. Gifts**

Any contribution, gift, bequest, or devise for the general purposes of or for any special purpose of IAWP will be handled in accordance with Gift Policy as set forth in the Standing Rules. No officer or director shall make charitable contributions in the name of, from the funds of, or on behalf of IAWP without prior authorization from the Board.

### **13.1 Fiscal Year**

The fiscal year shall be January 1-December 31.

### **13.2 Budget**

The Board of Directors must adopt a budget for each fiscal year. If a budget is not adopted before the fiscal year begins, the Board of Directors shall have the authority to adopt a continuing resolution to continue operations at the current year's level until a budget is approved.

### **13.3 Emergency Expenditures**

Should an emergency arise that requires an expenditure outside the approved budget, the Board of Directors may approve the expenditure by a 2/3 vote.

### **13.4 Signing Authority**

The Board of Director grants signing authority for financial transactions and payments to the Secretary/Treasurer and Executive Director.

The Board of Directors grants signing authority for contracts to the Executive Director. Contracts over \$3500 must be approved by the Board of Directors or the Executive Committee.

### **13.5 Financial Records**

The Secretary/Treasurer shall maintain IAWP's financial records. A report will be provided to the Board of Directors at each regular meeting.

### **13.6 Annual Internal Review**

Each year the President shall appoint at least three members to complete an internal financial review. The committee shall have the ability to review financial records, policies, and procedures. The committee will compile a list of recommendations for the board to review.

The committee shall have the full support of the Secretary/Treasurer and Executive Director. The review shall be completed in the first quarter of the year with results presented to the board prior to the end of the administrative year.

### **13.7 Taxes**

The Secretary/Treasurer and Executive Director shall be jointly responsible for the timely filing of the association's taxes.

### **13.8 Loans**

Only the Board of Directors may approve a loan by a 3/4 vote.

### **13.9 Investments**

As funds allow, IAWP will maintain investments. The Board of Directors will review and confirm the investment policy in January of even years. The policy is in the appendix of this manual.

## **SECTION 14: BOOKS AND RECORDS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE X, BOOKS AND RECORDS.**

### **Section 1. Records**

IAWP shall maintain accurate and complete books and records of account, keep minutes of the proceedings of its membership and Board, and maintain a record reflecting the names and addresses of the members, officers, and directors.

### **Section 2. Release of Records**

IAWP will release records, documents, or information to its members or third parties in accordance with the disclosure policy as set forth in the Standing Rules.

### **14.1 Membership Records**

The IAWP Administrative Office shall maintain a permanent and current membership registry for all classes of membership. The registry shall be the official document to determine each member's rights.

The following information must be maintained for each member, if applicable:

- Member Name

- Address
- Telephone and/or Cell Phone
- Email
- Employer
- Title
- Business Address
- Business Email
- Business Telephone
- Chapter Affiliation
- Membership Fees Status
- Initial Date of Membership
- Any Break in Membership Status
- Classes & Categories of Membership
- Date of Transfer from One Class or Category to Another, if any
- Voting Rights and Other Useful Data that the Board of Directors may Require
- Publication Preferences
- WPDP Certification Status
- CWP Certification Status
- Meetings History

#### **14.2 Meeting Records**

Meeting minutes from all Board of Director and Member Meetings shall be kept by the Administrative Office and made available to members in good standing upon request.

#### **14.3 Other Records**

The IAWP Administrative Office will maintain all other records required by law, IAWP bylaws or policies, this or other approved manuals and handbooks. Unless otherwise stated or prohibited by law, all records are available for review by members in good standing.

### **SECTION 15: INTELLECTUAL PROPERTY**

#### **15.1 Intellectual Property**

Intellectual Property licenses may be granted to IAWP chapters 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.

#### **15.2 Authority**

The Board of Directors shall retain final authority over licensing the use of the IAWP name, logo, other trademarks, copyrights, or any intellectual property.

The Executive Director is delegated the authority to approve licenses that arise in the normal or ordinary course of business, and are not in conflict with established policy. All requests for licenses shall be in writing directed to the Executive Director. Licenses granted will also be in writing.

### **15.3 Chapter and Affiliate Use**

IAWP chapters or affiliates of IAWP are granted a limited license of the right to use the IAWP name, logo, acronym, slogans, and other general identifying trademarks of IAWP to promote the chapter or affiliate's activities without royalty, as long as such use conforms to IAWP policies.

Chapters and affiliates may not license the use of IAWP intellectual property to others without the prior authorization of the Executive Director or the IAWP Board of Directors.

### **15.4 Guidelines**

Utilization of the IAWP logo must adhere to the following guidelines:

1. The logo may be resized to fit a particular use, but the original proportions of the image may not be changed.
2. The logo may not be taken apart or combined with other design elements.
3. The logo color must be PMS 2746 for the dark blue color and PMS 2727 for the light blue color.
4. The logo may not be altered or otherwise modified, including change in color or font.
5. The logo must stand alone. It may not be combined or appear in close proximity with other graphical elements.

### **15.5 Termination of Use**

IAWP retains all ownership and copyright of the logo, in its original and derivative forms. Chapters and sub-chapters do not have the authority to grant rights for the use of the logo or other IAWP intellectual property.

The IAWP logo is a unique symbol that represents and identifies the Association and its activities. It is essential that the logo be used properly to ensure its continued value to the Association and its members. Therefore, IAWP reserves the right to immediately terminate the use of its logo to anyone at any time.

### **15.6 Guideline Changes**

IAWP reserves the right to change these guidelines solely at its own discretion.

## **SECTION 16: REPEAL OR AMENDMENT OF BYLAWS**

*The rules outlined in this section coincide with, and serve to support the directives in the IAWP Bylaws:*  
**ARTICLE XIV, BOOKS AND RECORDS.**

### **Section 1. Non Substantive Editorial Changes**

In the event there are non-substantive editorial changes, including but not limited to grammar, spelling, headers, footers, the Board may make the changes with a unanimous vote of the Board and notification to the membership.

### **Section 2. Repeal or Amend by Board of Directors**

These bylaws may be repealed or amended after any such changes, approved by a majority of the Board, are submitted to eligible members for a vote. At least two-thirds (2/3) of the total number of members voting must vote in favor for the changes to be approved. The action to repeal or amend may not be in violation of the Articles of Incorporation.

### **Section 3. Repeal or Amend by Petition of Members**

Action to repeal or amend these bylaws may be initiated by a petition submitted to the Board signed by 10% of members in good standing and entitled to vote on such matter. 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. At least two-thirds (2/3) of the total number of members voting must vote in favor for the changes to be approved.

### **Section 4. Voting**

A vote on a repeal or amendment to these bylaws will take place in the method outlined in the Standing Rules.

### **Section 5. Notice**

Notice of a proposed repeal or amendment to these bylaws must be provided to members at least 60 days prior to the start of the election in which the vote is to take place.

## **16.1 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 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.

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

## **16.2 Election**

An election to cast votes on the question to repeal or amend the bylaws will take place in the manner prescribed by this manual.

The question to repeal or amend the IAWP bylaws must pass by a 2/3 affirmative vote of the members entitled to cast such vote and voting.



## **SECTION 17: POLICIES**

### **17.1 Policies**

IAWP will, at minimum, have the following policies:

- Code of Conduct
- Conflict of Interest
- Disclosure
- Document Retention
- Finance
- Harassment and Discrimination
- Investment
- Travel
- Whistleblower

Additional policies may be approved by a majority vote of the Board of Directors at the request of the Executive Director or Executive Committee during a regular or special board meeting.

### **17.2 Review of Policies**

The Board of Directors will review, and if necessary, update policies at minimum the first board meeting of even number years. The Executive Director or Executive Committee may ask the board to review, update, or revise policies on a more frequent basis.

### **17.3 Location of Policies**

A current version of each policy will be maintained at the administrative office. ~~included in the Appendix of this manual and an electronic copy maintained by the IAWP Administrative Office.~~

### **17.4 Annual Statements**

Each Director, Officer, employee, and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the bylaws, this manual, other manuals and handbooks, and all applicable policies including, but not limited to: ethics, conflict of interest, and code of conduct;
- Has read and understands each document and policy; and
- Acknowledges compliance with the documents and policies.

## **APPENDIX**

Appendix 1:	Districts
Appendix 2:	District Directors
Appendix A:	Code of Conduct
Appendix B:	Conflict of Interest
Appendix C:	Non Discrimination and Anti-Harassment
Appendix D:	Whistleblower
Appendix E:	Travel
Appendix F:	Investment
Appendix G:	Finance
Appendix H:	Document Retention
Appendix I:	Disclosure
Appendix J:	Annual Statement

## Appendix 1: Districts

**THIS APPENDIX REMAINS IN PLACE UNTIL JULY 1, 2019 AT WHICH POINT IT IS TO BE DELETED.**

*The rules outlined in this section coincide with, and serve to support the directives in ARTICLE I, Section 5 of the Bylaws of the International Association of Workforce Professionals, Inc.*

### Section 5 Districts

For the purpose of representation on the Board of Directors and casting of certain designated votes, chapters shall be grouped into geographical districts as determined by the Board of Directors in accordance with procedures in the *Manual*. Any change in the geographical districts shall be with the advice and consent of the majority of the members in each chapter affected by such geographical groupings.

### 5.1 Current Districts

The current geographical districts of IAWP are:

- **District I** - Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont
- **District II** - District of Columbia, Maryland, N. Carolina, Pennsylvania, S. Carolina, Virginia, and West Virginia
- **District III** - Alabama, Florida, Georgia, Mississippi, Puerto Rico, Tennessee, and the Virgin Islands
- **District IV** - Illinois, Indiana, Kentucky, Michigan, Ohio, and Wisconsin
- **District V** - Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wyoming
- **District VI** - Arizona, Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, Texas, and Utah
- **District VII** - Alaska, Hawaii, Idaho, Montana, Nevada, Oregon, and Washington
- **District VIII** - California
- **District IX** - All Organized Chapters in Canada
- **District X** - Japan
- **District XI** – Taiwan/Republic of China
- **District XII** - All Organized Chapters in Europe
- **District XIII** - All Other Organized Chapters

### 5.2 Establishing and/or Realigning Geographical Districts

The appropriateness of the geographical districts shall be reviewed by the Board of Directors every five (5) years; however, such review may occur before five (5) years by a proper motion made to the Board of Directors.

In reviewing the continuing appropriateness of an established district, the Board of Directors shall consider the geographical area of the district, the commonality of interests of the district's chapters, historical data on financial viability of each chapter, any vote taken on the subject by all chapters within the district, and the impact of the geographical district on the administrative, organizational and financial affairs of IAWP.

In establishing or realigning geographical districts, the Board of Directors shall consider the geographical proximity of the chapters, commonality of interests of the chapters, historical data on the financial viability of each chapter, if any may be available, the consent and advice of the majority of the members voting on the issue within each affected chapter, and the impact of the geographical district on the administrative, organizational and financial affairs of IAWP.

The establishment or realignment of geographical districts shall be with the advice and consent of the affected chapters. The consent of a chapter shall exist if a majority of votes cast by chapter members entitled to vote on such issue approve the establishment or realignment of the geographical district. The manner and method by which such votes are cast shall be determined by each affected chapter.

Any establishment or realignment of a geographical district shall occur only if approved by two-thirds (2/3) vote of the Board of Directors at any regular or special meeting.

### **5.3 Redistricting**

Every member of a chapter affected by a redistricting proposed by the Board of Directors, and who is in good standing, shall be afforded an opportunity to vote on any redistricting proposal involving his or her chapter.

The voting method best suited for a chapter shall be determined by each individual chapter. The Chapter President shall certify and transmit the results of the voting to the chapter's district director. The district director shall report to the Board of Directors the voting results received from all chapters within his or her district.

Approval of a redistricting proposal by a chapter shall be by a majority of the votes cast by the chapter members.

The voting results as reported by the district director shall be binding on the Board of Directors.

## Appendix 2: District Directors

**THIS APPENDIX REMAINS IN PLACE UNTIL JULY 1, 2019 AT WHICH POINT IT IS TO BE DELETED.**

*The rules outlined in this section coincide with, and serve to support the directives in ARTICLE II, in a portion of Sections 2 and 4, and Section 5 of the Bylaws of the International Association of Workforce Professionals, Inc.*

### **Section 2 Qualifications**

...As to the directors who shall serve as district directors, each director shall be nominated and elected by the district in a manner prescribed by the district being represented and shall be installed during the annual meeting of the Board of Directors. Directors may be appointed by the Board of Directors to fill vacancies occurring during a term in accordance with Section 5 of this Article. Election or appointment of a director shall not of itself create contract rights.

### **Section 4 Removal**

(C) As to a director serving as a district director, said director shall be removed by the district in a manner prescribed by the district being represented, provided the manner prescribed was in effect at the time the director was elected.

### **Section 5 Vacancies**

Subject to the succession of officers as described in Article III of these Bylaws, should a vacancy occur on the Board of Directors before the completion of a term, such vacancy shall be filled by an affirmative vote of the remaining voting members of the Board of Directors. Notwithstanding the foregoing, a vacancy occurring in a director position held by a district director shall be filled before the next scheduled meeting the Board by the district in the manner prescribed by the district that is represented by said director.

## **6.1 Required Criteria for District Directors and District Directors-Elect**

The following criteria are required to serve as a District Director.

District Directors-Elect must meet the same criteria as District Directors with the exception that they may take office lacking some of the following credentials if it is reasonable to presume they will meet them by the time the term begins. The exception will not apply if the District Director-Elect may be required to fill a vacancy occurring in the District Director's position before meeting the criteria.

1. Nomination by his or her home chapter and elected by the district membership in the manner prescribed by that district;
2. Continuous IAWP membership for at least three years;
3. The freedom to travel to Board of Directors meetings, chapter conventions, and the Workforce Development Conference. (If employed it is recommended that the nominee obtain a letter from the appropriate supervisor, indicating the nominee will be allowed the required time off. Nominees must agree that they will use their own leave as necessary to carry out their responsibilities.);
4. The means to assume expenses involved for travel in this position over and above those reimbursed by IAWP. (**Note:** Expenses to board meetings held at the Workforce

Development Conference are not reimbursed. Nominees may wish to obtain a letter from their employer verifying if they can provide any financial assistance.); and

5. The ability to plan, organize, submit timely written reports, and delegate authority for the satisfactory accomplishment of IAWP activities demonstrated by the nominee's employment position or accomplishments in IAWP.

District Directors and District Directors-Elect must also have served as one of the following: chapter president, member of chapter board of directors, or international committee chair, coordinator or liaison;

## **6.2 Election of District Directors**

A District Director-elect shall be elected as provided for by the governing documents of the district that he/she represents, and the current District Director shall file written notice of such election with the IAWP Administrative Office within ten (10) working days after the election occurred.

A District Director-elect shall take office as a District Director and member of the Board of Directors at such time as designated by his or her district's governing documents, or at such time as directed by the Board of Directors to fill a vacancy.

## **6.3 Duties of District Directors**

A District Director shall be a member of the Board of Directors and represent the district from which he/she is elected on the Board of Directors.

- A District Director shall serve as liaison between chapters and Board of Directors, IAWP Officers and Committee Chairs.
- A District Director shall chair and/or serve, at the discretion of the President, on one or more standing or special committees.
- A District Director shall assist the President in fulfilling the responsibility of enforcing the Bylaws.
- A District Director shall actively promote all IAWP functions and programs.
- A District Director shall timely prepare and distribute all required reports.
- A District Director shall actively participate in the formation of administrative and financial policies for IAWP.
- A District Director shall provide guidance, direction and support to chapters within his or her district.
- In the absence of the IAWP President or any other officer, a District Director shall represent the IAWP President at chapter or district functions.
- A District Director shall preside at all district business meetings, institutes and caucuses.
- A District Director shall ensure the proper election of a qualified district director-elect.

- District Directors shall ensure that the district director-elect and each active chapter within the district are informed of proceedings of the Board of Directors and Executive Committee proceedings and any policy or procedural change of IAWP.

#### **6.4 Appointment of Temporary District Director**

A District Director may submit a proxy to the IAWP President naming a temporary District Director if they are not able to attend an international board, business, or annual meeting, provided the travel expenses are prudent and reasonable and subject to review by the president and Secretary/Treasurer. The proxy must be qualified as a District Director demonstrated by serving as a past District Director, District Director Elect, past International committee chair, coordinator or liaison.

A simple majority of voting members attending the meeting must vote in favor for the temporary Director to be seated. The temporary District Director will have all the same rights and privileges as the duly elected District Director, had they been able to attend the meeting.

#### **6.5 Temporary District Directors**

The Board of Directors shall have the responsibility to accept or reject the seating of a temporary District Director at an international board, business, or annual meeting based on the best interest of IAWP.

#### **6.6 Vacancy**

Should a vacancy in a District Director position become open, the Board of Directors may fill the position with a member from said district with a majority vote of the Board.

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>CODE OF CONDUCT &amp; ETHICS</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
<b>10/13/18</b>	<b>NA</b>	<b>Board, Staff, Volunteers</b>

IAWP’s policy is to uphold the highest legal, ethical, and moral standards. Our members support IAWP because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

IAWP will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of any association officer. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

We, (staff and board members), dedicate ourselves to carrying out the mission of this organization. We will do the following:

1. Recognize that the chief function of IAWP at all times is to serve the best interests of our members.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the membership informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.



7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.

It is the intent of IAWP to strive for the highest ethical conduct from all board and staff. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by \_\_\_\_\_ each year. This acknowledgement will be kept on file in the human resource department. All officers, key staff members, and members of the board of IAWP are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of IAWP's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT:

1. Deceive, defraud, or mislead IAWP board members, officers, staff members, managers, supervisors, or other associates, or those with whom IAWP has business or other relationships
2. Misrepresent IAWP in any negotiations, dealings, contracts, or agreements
3. Divulge or release any information of a proprietary nature relating to IAWP's plans, mission, or operational databases without appropriate approval
4. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
5. Accept individual gifts of any kind in excess of \$50.00, in connection with the officer's, key staff member's, or board member's relationship with IAWP. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee
6. Engage in unethical business practices of any type
7. Use IAWP property, financial resources, or services of IAWP personnel for personal benefit

Violate any applicable laws or ordinances Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the audit committee who shall, in his or her determination, bring the infraction to the full executive committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>CONFLICT OF INTEREST</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
<b>10/13/18</b>	<b>NA</b>	<b>Board, Staff, Volunteers</b>

Members of the Board of Directors of the International Association of Workforce Professionals (IAWP), officers, volunteers, and key employees must act at all times in the best interests of IAWP. Members of the Board, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. Specifically, members of the Board, officers, volunteers, and key employees shall:

- Avoid placing self-interest or the interests of a third party above the interests of IAWP, and avoid the appearance of placing self-interest or the interests of a third party above the interests of IAWP;
- Refrain from using IAWP’s staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of IAWP;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to IAWP without fully disclosing such an exchange to the Board of Directors;
- Provide goods or services to IAWP as a paid vendor to IAWP only after full disclosure to, and advance approval by, the Board of Directors, and pursuant to any related procedures adopted by the Board;
- Not persuade any employee of IAWP to leave the employ of IAWP or to become employed by any person or entity other than IAWP; and
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with IAWP to terminate, curtail, or not enter into its relationship with IAWP, or to reduce any benefit that may be provided to IAWP with respect to such relationship.

This policy shall apply to the members of the IAWP Board of Directors, but also shall apply to all members of IAWP committees, task forces, and others in the IAWP governance structure, as well as to IAWP’s key employees. On an annual basis, all individuals to whom this policy shall apply shall be provided with a copy of this policy and required to complete and sign an acknowledgement and disclosure form prepared by the Board of Directors.



## Acknowledgement and Disclosure Form

I have read the International Association of Workforce Professionals (IAWP) Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a member of the IAWP Board of Directors, an officer, volunteer, or a key employee of IAWP. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IAWP Board of Directors or the Chief Executive Officer of IAWP in writing.

Disclosure of actual or potential conflicts of interest:

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Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other than reimbursement of reasonable expenses, have you received, or do you expect to receive more than \$10,000 per year from IAWP for services provided as an independent contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received, or do you expect to receive any material financial benefit from IAWP in addition or apart from the benefits described in the above inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any family member receive compensation or material financial benefit from IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any of the above, please explain in a separate statement and attach with submission of this form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>NON DISCRIMINATION AND ANTI-HARASSMENT</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board, Volunteers, Staff, Members

The International Association of Workforce Professionals (IAWP) is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IAWP expects that all relationships will be business-like and free of bias, prejudice and harassment.

IAWP has developed this policy to ensure that all its volunteers can work in an environment free from unlawful harassment, discrimination and retaliation. IAWP will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of IAWP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. IAWP prohibits any such discrimination or harassment.

## **RETALIATION**

IAWP encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IAWP to promptly and thoroughly investigate such reports. IAWP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s membership, b) submission to or rejection of such conduct by an individual is used as the basis for membership decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

### **HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

### **INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all members, volunteers, and staff whether related to conduct engaged in by fellow volunteers or by someone not directly connected to IAWP (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable during IAWP conferences, meetings, events, and all other activities related to IAWP.

### **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

IAWP encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Executive Director or any member of the Board of Directors. See the complaint procedure described below.

In addition, IAWP encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued.

### **COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Executive Director and/or a member of the Board of Directors (who will report the complaint to the entire Board).

IAWP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by a member of the Board of Directors (and results reported to the entire Board). The investigation may

include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension, or termination, as IAWP believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>WHISTLEBLOWER</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board and Staff

The International Association of Workforce Professionals (IAWP) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the IAWP we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## REPORTING RESPONSIBILITY

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that IAWP can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of IAWP's code of ethics or suspected violations of law or regulations that govern IAWP's operations.

## NO RETALIATION

It is contrary to the values of IAWP for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of IAWP. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## REPORTING PROCEDURE

IAWP has an open door policy and suggests that employees and board members share their questions, concerns, suggestions or complaints with the Executive Director or member of the Executive Committee. If you are not satisfied with that response, you are encouraged to submit their concerns in writing directly to the Board of Directors. The Executive Director and Executive Committee members are required to report complaints or concerns about suspected ethical and legal violations in writing to the IAWP's Board of Directors, who has the responsibility to investigate all reported complaints.

## COMPLIANCE

The IAWP Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board of Directors will appoint a group of three to investigate the complaint and advise the Board of Directors of all complaints and their resolution.

## ACCOUNTING AND AUDITING MATTERS

The IAWP Board of Directors shall immediately notify the Internal Review Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

#### **ACTING IN GOOD FAITH**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### **CONFIDENTIALITY**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **HANDLING OF REPORTED VIOLATIONS**

The IAWP Board of Directors will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

*Adapted from: <https://www.councilofnonprofits.org/sites/default/files/Sample%20WhistleblowerPolicy%202.2010.pdf>*



# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>BOARD TRAVEL</b>		<b>Grant Axtell, President (2018-19)</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors

## STATEMENT OF PHILOSOPHY

All reimbursable travel by, board members and others must be approved in advance, actually incurred, essential in achieving the goals of fulfilling the responsibility of IAWP, and conducted in the most economical and practical manner.

## TRAVEL AUTHORIZATION

All official travel must be authorized in advance by the Executive Director, President, or Secretary-Treasurer. A person may not authorize their own travel.

## LOWEST COST OPTION

Board members may choose their mode of travel (plane, car, train, bus, etc.), however, reimbursement will be limited to the lowest cost means of travel unless it is impractical or not available. Any exceptions must be documented and approved by the Executive Director or President prior to the travel arrangements being made or reimbursement will not be allowed.

## TRAVEL ARRANGEMENTS

The Administrative Office will provide guidance on making travel arrangements including dates, times, locations, and hotels.

## USE OF PRIVATELY-OWNED VEHICLE

The use of privately-owned vehicles may be authorized whenever it is more practical and/or cost effective than transportation by common carrier. Privately-owned vehicles shall be covered by liability and property damage insurance provided by the owner of the vehicle.

The cost of transportation by private vehicle shall be paid at the IRS Standard Mileage Deduction Rate. The Administrative Office shall update the mileage on the travel voucher January 1 of each year.

Allowable mileage shall be computed according Google Maps or a similar tool.

Vehicle parking fees are an allowable expense while on official IAWP business; this includes airport parking. Receipts parking fees must be attached to the travel expense voucher for reimbursement. Parking expense should be at the most reasonable expense (i.e. self-parking vs. valet parking.)

## LODGING

The actual cost of lodging plus applicable tax will be reimbursed to the traveler, as long as the cost is not unreasonable or exorbitant.

Original receipts for all lodging must be attached to the travel expense voucher for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel expense voucher. When possible, hotel expenses should be placed on a master account and billed to IAWP.

## PER DIEM

Per Diem is defined as the reimbursements for meals, meal gratuities, and fees and tips give to porters, baggage carriers, bellhops, and hotel maids, when there is an overnight stay. Per Diem reimbursement is paid based at the following rates:

<b>Total Daily Per Diem Allowance</b>	
<i>Effective 08/01/15</i>	
\$56.00	Total Daily Per Diem Allowed

<b>Partial Per Diem Allowance</b>		
Breakfast	\$12.00	Departure time is 7:00 AM or before; return time is 8:00 AM or after
Lunch	\$19.00	Departure time is 11:00 AM or before; return time is 2:00 PM or after
Dinner	\$25.00	Departure time is 5:00 PM or before; return time is 7:00 PM or after

The destination, time and date of departure and return must be shown on the travel voucher for each trip. Reimbursement will not be made for meal expenses when the traveler left earlier than reasonably necessary to meet a common carrier's recommended pre-departure time. Reimbursement will not be made for meals when there is no overnight stay.

Continental breakfast provided by a hotel/meeting facility and meals provided by common carriers need not be deducted from the per diem allowance. Meals provided as part of a meeting, conference, or training will substitute the travelers per diem or meal expense and will not be reimbursed. Travelers who attend a conference or training must attach a copy of the program to the travel claim voucher showing the educational and meal events.

## MISCELLANEOUS EXPENSES

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred in the official conduct of IAWP business. Necessary miscellaneous expenses, for which receipts may not be available, may be reimbursed upon certification by the traveler.

The following items will be reimbursed if adequate documentation/receipts are provided:

- Ground transportation and parking costs necessary to conduct official IAWP business while in authorized travel status;
- The cost of checking one non-oversized, non-overweight bag to the destination and return;
- Telephone calls, including one personal telephone call per day by the traveler, limited to ten (10) minutes. In the case of a family emergency or unusual circumstance, personal calls of longer

duration may be approved by the Executive Director or President. Calls must be included and documented on the hotel bill; and

- Registration fees which are required as admittance or attendance fees for official participation in conference, conventions, or other meetings.
- Business-related expenses that are necessary for the transaction of IAWP business. These expenses must be pre-approved by the Executive Director or President.

### **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;
- 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;
- Expenses for alcoholic beverages;

### **TRAVEL AWARDS**

Travel awards and benefits such as frequent flyer miles awarded as a result of IAWP travel will become the property of the traveler and will not be claimed by IAWP.

### **ADVANCES**

It is not the general practice of IAWP to provide travel advances to those traveling on official IAWP business. However, the association does realize situations arise and lack of funds should not prevent anyone from traveling on official business. The preferred solution is for the Administrative Office to pay for as many costs using the association credit card as possible. If an additional advance is still required, a request must be made by email to the Executive Director or President at least 13 days prior to the start of travel for approval. The email must outline why the advance is required as well as how the advance will be spent. A travel voucher must be submitted at the conclusion of travel and include the advance.

### **REIMBURSEMENT OF EXPENSES**

Travelers must document and submit travel related expenses using the IAWP Travel Voucher within thirty (30) days of returning from the travel. Expenditures for travel paid by the IAWP credit card are not reimbursable to the traveler. A listing of all travel-related expenditures paid through the IAWP credit card must accompany the Travel Voucher.

Expenses exceeding those outlined in this policy must have just cause and documentation and be approved by the Executive Director or President prior to reimbursement.

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>INVESTMENT</b>		<b>Mikell Fryer, President (2013-15)</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
09/2013	NA	Board, Secretary/Treasurer, Executive Director

All withdrawals from the International Association of Workforce Professionals (IAWP) investment accounts must be approved by a two-thirds (2/3) vote of the board of directors. The approved amount and purpose for withdrawal will be documented in official board of directors' minutes.

All requests for withdrawal must be made in writing on IAWP letterhead and signed by the President and Secretary-Treasurer. The broker will be provided a list of authorized signees annually after approved board elections or when these two officers change. A copy of the board minutes approving the withdrawal will accompany any letter requesting a withdrawal of funds and checks will be made out to IAWP.

The IAWP Secretary-Treasurer will have access to monthly statements of all investment accounts to review for any unusual activity.

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>FINANCE</b>		<b>Grant Axtell, Secretary/Treasurer (2013-15)</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
09/2013	01/07/2019	Board, Secretary/Treasurer, Executive Director

## BUDGET

The budget is used to direct and authorize all association expenditures made by the administrative office.

IAWP leadership drafts a new budget annually and presents it in the winter to the Board of Directors for approval. The budget is based on income projections, known expenses, and budget requests. The budget is built using historical data from, at minimum, the previous three fiscal years taking into account trends in both income and expenses. In addition, the president discusses committee initiatives for the following year with chairs and includes cost projections in the preliminary budget.

The budget contains several functional categories. Each functional category may contain detailed line items. Because some categories cover planned expenditures for several committees and their activities, the association limits bottom-line budget authority only to designated line items. Each year the budget will include a contingency line item for ordinary expenses outside the budget. Board approval is required to spend contingency funds.

## ADDITIONAL FUNDS AND ACCOUNTS

In addition to the association's checking account, the following accounts will be maintained:

*Petty Cash:* The Administrative Office will maintain petty cash of \$50 at the office in a locked box. Petty cash is a small amount of cash on hand that is used for paying small amounts owed, rather than writing a check. All expenses must be documented and submitted to the Secretary/Treasurer monthly. When the cash in the petty cash fund is low, the administrative office requests a check to be cashed in order to replenish the cash that has been paid out. Petty cash will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

*Sweep Account:* A reserve account at the same financial institution as the checking account. The account provides quick access to cash should the association need it to pay bills or take on a special activity as approved by the board. Transfer of funds from the sweep account to the checking account must be approved and documented by the Secretary/Treasurer with a report to the board at the next scheduled meeting. The sweep account will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

*Investment Portfolio:* The association has an investments portfolio, which is managed by an investments firm. In order to effectively monitor the investments, the administrative office will track the investments monthly and will provide the Secretary/Treasurer monthly statements to monitor the investments. Investment accounts will be included in the balance sheet provided to the board as part of the financial report at each board meeting.

### **APPROVAL OF PAYMENTS**

The Board of Director grants signing authority for financial transactions and payments to the Secretary/Treasurer and Executive Director.

The Board of Directors grants signing authority for contracts to the Executive Director. Contracts over \$3500 must be approved by the Board of Directors or the Executive Committee.

### **REIMBURSEMENTS**

Board members may need reimbursements for postage, telephone, telegrams, or fax to carry on official association business. Normally these expenditures are limited to the approved budget amounts and can be covered by using association calling cards or regular procedures for centralized mailings through the administrative office. Whenever possible, use association-issued calling cards for telephone and fax, and send material to the administrative office for duplication and mailings (include distribution instructions). Staff charges these expenditures to the budget's appropriate line item. If reimbursement is necessary, contact the administrative office for the appropriate reimbursement form.

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>DOCUMENT RETENTION</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board, Officers, Staff, Volunteers

## GENERAL

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the International Association of Workforce Professionals (IAWP) documents and records.

IAWP’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (fill in the blank based on the organization’s practices);
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

## Record Retention

The following table, adapted from the National Council of Nonprofits, indicates the minimum requirements in determining a non-profit document retention policy.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years

<b>Type of Document</b>	<b>Minimum Requirement</b>
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

The corporate records of the International Association of Workforce Professionals (IAWP) shall be maintained in the IAWP Administrative Office, 3267 Bee Caves Road Suite 107-104 Austin, Texas 78746.



# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i>		<i>Written By:</i>
<b>DISCLOSURE</b>		<b>Steve Bent, Executive Director</b>
<i>Initial Approval:</i>	<i>Revision Date:</i>	<i>Applies To:</i>
01/07/19	NA	Board of Directors, Staff, Committees

The Board, Executive Committee, other committee members and staff of the International Association of Workforce Professionals (IAWP) manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to:

- Members
- Supporters
- Partners
- Employees
- Marketing processes
- Financial information, which includes campaign contributions, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or IAWP business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information. Directors, other committee members and employees of IAWP understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment. The following policies apply to members of the IAWP board, Executive Committee, employees, and to members of committees authorized by the board.

IAWP board, Executive Committee, other committee, and staff members shall not disclose to anyone outside of IAWP the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.

Executive Sessions: The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.

Board and Executive Committee Agendas and Staff Packets: The packets prepared for the board, Executive Committee, and staff is confidential and should be treated as an internal document restricted to IAWP use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of IAWP. Exceptions may be made only with the consent of the board.

Personal Information on Staff, Committee, and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member or staff member. The IAWP Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The home addresses, telephone numbers, fax numbers or e-mail addresses of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.

When a member requests that his or her sponsorship or contribution be treated as anonymous, the member's wishes are to be honored by both board, Executive Committee and staff members.

All members and staff shall adhere to the principle that information created by, or on behalf of, IAWP is the property of IAWP and shall not be transferred or utilized except on behalf of IAWP. Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that IAWP has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

#### **STATEMENT OF UNDERSTANDING AND AGREEMENT**

I am aware that, during the course of my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of IAWP and may not be distributed or used outside of IAWP premises or with non-IAWP individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

# POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

Name:		Written By:
<b>Annual Statement</b>		<b>Steve Bent, Executive Director</b>
Initial Approval:	Revision Date:	Applies To:
01/07/19	NA	Board of Directors, Staff, Committees

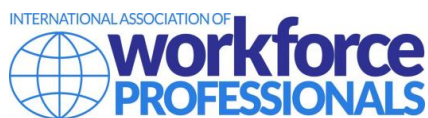
The IAWP Standing Rules, Policies, and Procedures require that each director, officer, employee, and member of a committee with Board delegated powers, including all administrative and standing committees, annually sign a statement which affirms such person:

- Has received a copy of the IAWP Bylaws and Standing Rules, Policies, and Procedures as well as other applicable manuals and handbooks, and all applicable policies including, but not limited to: ethics, conflict of interest, and code of conduct;
- Has read and understands each document and policy; and
- Acknowledges compliance with the documents and policies.

In addition, those in positions listed above will complete an annual training provided by IAWP which covers, at minimum, an overview of legal and ethical responsibilities of those serving IAWP.

Submission of the signed annual statement and completion of the training are required prior to the first meeting of the board or committee in an administrative year.

The IAWP Administrative Office will make required documents and training available by June 1 each year.



## ANNUAL STATEMENT

I have read and understand the International Association of Workforce Professionals (IAWP) Bylaws and Standing Rules, Policies and Procedures. In addition, I have read and understand the following policies:

<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Non Discrimination and Anti-Harassment <input type="checkbox"/> Whistleblower	<input type="checkbox"/> Travel <input type="checkbox"/> Document Retention <input type="checkbox"/> Disclosure
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I have read and understand the IAWP Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a member of the IAWP Board of Directors, an officer, volunteer, or a key employee of IAWP. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the IAWP Board of Directors or the Chief Executive Officer of IAWP in writing.

Disclosure of actual or potential conflicts of interest:

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Do you receive compensation as an Officer, Director, committee member, task force member, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other than reimbursement of reasonable expenses, have you received, or do you expect to receive more than \$10,000 per year from IAWP for services provided as an independent contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received, or do you expect to receive any material financial benefit from IAWP in addition or apart from the benefits described in the above inquiries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any family member receive compensation or material financial benefit from IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a family relationship or business relationship with any current or former Officer, Director, or key employee of IAWP?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to any of the above, please explain in a separate statement and attach with submission of this form.

*By signing below, I agree to abide by the IAWP Bylaws and Standing Rules, Policies, and Procedures as well as all applicable policies.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_