



International Association of Workforce Professionals

OREGON CHAPTER

Policy and Procedures Manual

Adopted February 18, 2012

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The Oregon Chapter Policy and Procedures manual are the standing rules, policies, and procedures for the Chapter. This document supplements the Chapter Bylaws, providing more clarification on each section of the Bylaws.

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It is the responsibility of the Resolutions and Bylaws Committee to maintain this manual and make regular updates as approved by the Executive Board.

Section 1: Name and Mission

1.0 PURPOSE

Oregon Chapter, an affiliate of the International Association of Workforce Professionals (IAWP), shall foster the same purpose and objectives outlined in the Standing Rules, Policies and Procedures Manual of IAWP, Incorporated.

Section 2: Membership

2.0 VICE-PRESIDENT

The Chapter Vice-President shall oversee all functions of membership and serve as the Chair for the Chapter Development Committee. The Vice-President and Chapter Development Committee shall learn how to maintain and keep the membership database up-to-date, submit transmittals to the International Association, develop and implement a membership plan, and provide resources to subchapters for the recruitment of new members.

2.1 MEMBERSHIP CATEGORIES

The chapter maintains the same categories as International including introductory, full, retiree, and life:

INTRODUCTORY:

Any person interested in the objectives of the Association as stated in Article II of the International Constitution may participate in this membership category for a maximum of one (1) year providing that they have not previously held membership with IAWP in this category.

FULL MEMBERSHIP:

Any person interested in the objectives of the Association as stated in Article II of the International Constitution will be eligible for full membership and will continue to be eligible for full membership on retirement.

RETIREE:

Retiree members have all rights of full members. In addition, no registration fee will be assessed to any Retiree member, in good standing, for any Oregon Chapter or Subchapter event.

LIFE MEMBERSHIP:

The Board may vote to make any member a fully paid life member. In general, Chapter members selected for life membership have provided outstanding service to the Chapter and International over many years.

To nominate a member for life membership, submit the name and documentation to the Chapter President by January 15. At the Winter Board meeting, the full board votes on received nominations. All nominations approved by the Board move on to International with a written recommendation accompanied by the appropriate fee. The International Board of Directors must approve this recommendation.

2.2 DUES

Current Oregon Chapter dues...

Full Member	\$72
Retiree Member	\$25
Introductory Member	\$60

Chapter dues are used to pay International dues and Subchapter rebates (see 2.9). The additional dues fund Oregon Chapter activities including the annual award program. IAWP calculates dues based on a calendar year and as such, the Oregon Board will set at the summer board meeting for the following calendar year.

Application for membership will be accompanied by the annually established dues of the Oregon Chapter or paid by payroll deduction.

2.3 TERMINATION OF MEMBERSHIP

A member in good standing may resign their membership by submitting a request in writing to the Chapter Vice President.

A member becomes delinquent in the payment of dues when the Treasurer on or before March 10 of each year does not receive payment. Delinquency will result in the deprivation of the rights of membership and voting.

It is the policy of the Chapter not to provide refunds of paid dues when a member resigns, leaves the agency, or becomes delinquent in payment.

2.4 MEMBERSHIP FORM

The Chapter Development Committee will update the Membership Form by September 30 of each year to reflect changes in dues, membership categories, etc. It is the responsibility of the Vice-President to ensure the new form replaces the previous version in all locations (current membership form attached).

2.5 MEMBERSHIP DATABASE

The Chapter shall maintain a database of members. The Vice President shall be responsible for the maintenance and updating the database including inputting new members within 14 days of receiving a membership application.

In the first week of each quarter, the Vice President will back-up the membership database on a flash drive provided by the Chapter and stored in accordance with the Chapter Business Continuity Plan.

The Oregon Chapter does not sell member data.

2.6 TRANSMITTALS TO INTERNATIONAL

The Vice President submits Chapter membership to International as required. The process for submitting and completing transmittals is found in the International Handbook.

2.7 MEMBERSHIP PLAN

The Vice President develops a comprehensive membership plan for the following calendar year by September 15. International must receive the membership plan by October 1 (sample membership plan attached).

2.8 REPRESENTATIVE

The Vice President may designate a representative to act on his/her behalf for all membership and chapter development related duties and tasks.

2.9 MEMBERSHIP REBATES

Subchapters shall receive a membership rebate check each year during the Spring board meeting. The amount of the rebate check is calculated based on the dues of the total number of full members each Subchapter has on March 10 of the year.

Subchapters will not receive their rebate check at the Spring board meeting if an audit of the subchapter's books has not been successfully completed. Once the audit is complete, the Subchapter will receive the check.

Section 3: Chapter Officers

3.0 DUTIES OF OFFICERS

3.0.1 PRESIDENT:

The Oregon Chapter President must be a full member who has served as a past Chapter President-Elect or a past Chapter President. The President will serve for a period of one year and/or until a successor has been elected and qualified.

Duties of this office include, but are not limited to:

- Attend all Board Meeting and Executive Committee meetings.
- Attend the State Educational Conference.
- Attend the International Educational Conference.
- Preside at all meetings of the Executive Board and general membership.
- Decide all questions of order and of procedure.
- Submit for consideration all regularly made motions, and observe and require compliance with the Bylaws and this Manual.
- Call any special meeting of the members or Executive Board whenever the President or the Executive Board deems any such meeting is essential to the best interests of the Chapter.
- Serve as the Chairperson of the Executive Board and Executive Committee.

- Serve as an ex-officio member of every chapter committee, except the Nominating Committee.
- Appoint committee chairpersons for all standing committees with the approval and advice of the Executive Board.
- Establish such other special committees, and appoint members to such committees, as he/she deems necessary or convenient to conduct the business of the Chapter.
- Assign and manage work of all committees.
- Establish a committee to plan the State Educational Conference including the educational program and local arrangements.
- Perform such duties as from time to time may be assigned by the Executive Board.

When inability to serve, resignation, death or other reasons cause a vacancy in the position of the President, the current President-Elect will serve the balance of the former President's term plus the following term. Should the President-Elect defer such fulfillment of duties, the current Immediate Past President will fill the vacancy for the duration of the current term.

The President may be reimbursed for expenses incurred, after presentation of receipts, up to a total amount that will be determined by the Executive Board at their regularly scheduled spring meeting prior to taking office.

3.0.2 PRESIDENT-ELECT:

The Oregon Chapter President-Elect must be a full member and will serve for a period of one year and/or until a successor has been elected and qualified.

Duties of this office include, but are not limited to:

- Attend all Board Meeting and Executive Committee meetings.
- Attend the State Educational Conference.
- Attend the International Educational Conference.
- Chairperson of the Nominations Committee.
- In conjunction with the Secretary/Treasurer, develop a budget for the following year that includes a probable financial statement and recommended budget.
- Present proposed budget at the Spring Board meeting for approval.
- Select location for the State Education Conference taking place during the following year.
- Select committee chairs for all standing committees for approval of the board at the Spring Board meeting.
- Assist the President as required.
- Perform such duties as from time to time may be assigned by the President and the Executive Board.

In the absence of the President or in the event of her/his 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.

When inability to serve, resignation, death or other reasons cause a vacancy in the position of the President-Elect, the Executive Board will fill the vacancy by appointment. The appointee will

serve the balance of the current term for that position, with a new officer elected at the next annual election.

3.0.3 VICE-PRESIDENT:

The Oregon Chapter Vice President must be a full member and will serve for a period of one year and/or until a successor has been elected and qualified.

Duties of this office include, but are not limited to:

- Attend all Board Meeting and Executive Committee meetings.
- Attend the State Educational Conference.
- Attend the International Educational Conference.
- Chairperson of the Chapter Development Committee per Section 8.2.3 of this Manual.
- Additional duties related to membership and chapter development are found in Section 2 of this Manual.
- Assist the President as required.
- Perform such duties as from time to time may be assigned by the President and the Executive Board.

The Vice President shall assume the role of President-Elect, July 1 after the administrative year served as Vice President, unless there is a contested election for President-Elect and another candidate is elected.

In the absence of the President-Elect or in the event of her/his 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 for the remainder of the current term.

When inability to serve, resignation, death or other reasons cause a vacancy in the position of the Vice President the Executive Board will fill the vacancy by appointment. The appointee will serve the balance of the current term for that position, with a new officer elected at the next annual election.

3.0.4 SECRETARY/TREASURER:

The Oregon Chapter Secretary/Treasurer must be a full member and will serve for a period of two years and/or until a successor has been elected and qualified. Elections for Secretary/Treasurer take place in even numbered years.

Duties of this office include, but are not limited to:

- Attend all Board Meeting and Executive Committee meetings.
- Attend the State Educational Conference.
- Attend the International Educational Conference.
- Certifying membership reports and voting results.
- Record the proceedings of all Chapter meetings and Executive Board meetings in official minutes.
- Email/mail out notices to all the membership of the various meetings.

- Carry on, under the supervision of the President, the correspondence of the Chapter and maintain the necessary files.
- Bring to every meeting the minutes book, a copy of Bylaws, Policy and Procedures Manual, and all other necessary papers.
- Keep a full and accurate account of all receipts and disbursements.
- Maintain a checking, savings and other accounts in the name of the chapter.
- Requiring a minimum of two (2) chapter officer's signatures for all withdrawals.
- Remit dues as required to International.
- Reimburse the petty cash fund for incidental supplies as required.
- Disburse the funds of the chapter at the direction of the President (subject to the approval of the Executive Board).
- Issue membership rebate checks to the Subchapter Presidents at the Spring Executive Board meeting.
- Submit written reports as to the financial condition of the Oregon Chapter at all meetings of the Executive Board and at the annual meeting of members.
- At the conclusion of any annual general membership educational conference or district conference, the Treasurer must prepare a formal written financial report and present that report to the Chapter President no later than sixty (60) days following that event.
- Complete annual audit for Chapter within 90 days of the close of administrative year;
- Work with Secretary/Treasurer, develop budget and probable financial statement for the following administrative year.
- Present budget at spring meeting for approval by the Board.
- Present board approved budget at Annual Membership Meeting for approval by membership.
- Assist the President as required.
- Perform such duties as from time to time may be assigned by the President and the Executive Board.

The Secretary/Treasurer may appoint such assistance as deemed necessary with the approval of the Executive Board.

When inability to serve, resignation, death or other reasons cause a vacancy in the position of Secretary/Treasurer the Executive Board will fill the vacancy by appointment. The appointee will serve the balance of the current term for that position, with a new officer elected at the next annual election.

3.0.5 IMMEDIATE PAST PRESIDENT:

The Oregon Chapter Immediate Past President must be a full member and will serve for a period of one year.

Duties of this office include, but are not limited to:

- Attend all Board Meeting and Executive Committee meetings.
- Attend the State Educational Conference.
- Attend the International Educational Conference.
- Act as a mentor to the other Chapter Officers
- Assist the President as required.

- Perform such duties as from time to time may be assigned by the President and the Executive Board.

When inability to serve, resignation, death or other reasons cause a vacancy in the position of the Immediate Past President the position will remain vacant for the balance of the current term.

3.1 EXECUTIVE COMMITTEE

The officers of the Chapter shall make up the Executive Committee. The President chairs the committee. The committee shall meet on a regular basis between board meetings to exercise broad supervision over all activities and general policies of the Oregon Chapter and ensure committees and Subchapters are completing tasks and work as assigned.

Section 4: Elections of Officers

4.0 NOMINATIONS COMMITTEE

Each year, on or before January 1st, the President will appoint a Nominating Committee, chaired by the President-Elect. This committee will consist of the chairperson, a Subchapter President, and at least three other chapter members.

The Nominations Committee will solicit nominations from all active Chapter members. The process of selecting qualified candidates will be open and transparent. The Nomination Committee will strive to find more than one qualified candidate for each position resulting in a contested election.

Suitable candidates for President-Elect and Vice President are those full members that have served, or are serving, as a member of the Oregon Chapter Executive Board or as a chairperson for a standing committee. Suitable candidates for Secretary/Treasurer are those full members possessing experience as a treasurer or a bookkeeper.

Nominations will be closed at 5:00 PM, February 10th.

The Nominations Committee will forward the list of candidates to the Elections Committee by February 17.

4.1 ELECTIONS COMMITTEE

On or before January 1st of each year, the President will appoint an Elections Committee. This committee will consist of a chairperson and three additional members. Committee members must not be candidates for any State Chapter office during the upcoming election.

The Elections Committee, using the list of candidates from the Nominating Committee, will prepare the official ballot and provide to all active members in good standing by March 1. Polling will close March 25 at 5:00 PM.

All ballots must be received by the chairperson and counted by the committee. Any ballots received after 5:00 PM, March 25th, will be null and void. The results will be certified by the Elections Committee in writing to the Chapter President on or before April 1st.

Section 5: Executive Board

5.0 ADMINISTRATIVE YEAR

The administrative year for the IAWP Oregon Chapter shall be July 1 through June 30.

5.1 FISCAL YEAR

The fiscal year for the IAWP Oregon Chapter shall be January 1 through December 31.

5.2 AUTHORITY OF EXECUTIVE BOARD

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

5.3 SUBSTITUTIONS TO THE EXECUTIVE BOARD

Executive Board members may not have a representative or delegate participate in meetings or vote on their behalf.

5.4 ORDER OF BUSINESS

The following order of business will be observed at all Oregon Chapter Executive Board meetings.

1. Call to Order
2. Roll call and determination of quorum
3. Reading of minutes of last meeting
4. Treasurer's report
5. Communications and announcements
6. Reports from officers and committees
7. Unfinished Business
8. New Business, Bylaws or Manual Amendments
9. Suggestions for the good of the Chapter
10. Adjournment

5.5 ANNUAL BUDGET AND EXPENDITURE CAP

The Executive Board must adopt a balanced budget for each fiscal year. If a budget is not adopted before the fiscal year begins, the Executive Board shall have the authority to adopt a

continuing resolution to address expenditures required for the period during which a balanced budget has not been adopted.

5.6 EXCEEDING BUDGET AND EXPENDITURE CAP

If, in the opinion of the President, an emergency arises that will require expenditure more than the limits set in Section 5.5 of this Section, the Executive Board, by a two-thirds (2/3) vote, may approve the expenditure from any available funds not dedicated specifically for other purposes or extend the credit of Chapter beyond the current administrative year. The necessity of this action must be fully documented and reported to the membership in the first official publication distributed to all members after this action has been taken. In addition, this information must be posted immediately on the Chapter Website.

5.7 ANNUAL IAWP OREGON CHAPTER EDUCATIONAL PROGRAM/MEETING

The Executive Board shall provide a suitable program for each Annual Meeting of the members. The Chapter President shall establish a Program Fund, separate and apart from the General Fund, from which the expenses and costs of the program shall be paid. All net proceeds from the program shall be deposited to the General Fund for the program for the next administrative year.

5.8 DELEGATES TO INTERNATIONAL INSTITUTE

Delegate status to the Annual International Educational Institute will be automatic for the five Executive Officers: President, President-Elect, Vice President, Immediate Past President, and Secretary/Treasurer, if they are able to attend.

5.8.1 Additional Delegates

If budget allows, the board may choose to send additional delegates. The Executive Committee will send an application to all active Chapter members by December 1. Applications are due no later than January 15. The Executive Committee will evaluate applications and select delegates no later than the Winter Board Meeting.

Selected delegates to the International Educational Institute will be informed of their appointment, in writing, by the Chapter President no later than immediately following the Winter Board meeting.

5.9 DELEGATES TO OTHER INSTITUTES

The Executive Board may also select delegates from the Oregon Chapter membership to other institutes to represent the Oregon Chapter.

5.10 CONFLICT OF INTEREST

Executive Board members will recuse themselves from the decision making process, including voting, on any issue for which there may be an actual or perceived conflict of interest.

Section 6: Membership Meetings

6.0 ANNUAL MEMBERSHIP MEETING

An annual membership meeting, presided over by the President, shall take place each year. In general, this meeting is a part of the annual educational conference held in the spring.

Members receive a meeting announcement at least 14 days prior to the meeting. This announcement will include the agenda, any supporting documents, and the previous meeting's minutes.

The agenda for the meeting shall include:

1. Call to order
2. Roll call and determination of quorum
3. Introduction of Dignitaries, Past Presidents, and Guests
4. Approval of the minutes of the last meeting
5. Financial report
6. Unfinished business
7. New business
8. Election of officers, installation by declaration
9. Suggestions for the good of the order
10. Adjournment

It is custom to provide copies of the agenda, previous meeting's minutes, and supporting documentation for the attendees of the meeting. The current Secretary/Treasurer is responsible for taking minutes of the meeting. Chapter tradition is to hold this meeting at lunch on the second day of the conference.

6.1 SPECIAL MEMBERSHIP MEETINGS

There are two ways to call a special membership meeting:

1. The Board may choose to call a special membership meeting by a 2/3 vote. The Board sets the date and time of the meeting. It must be at least 14 days in the future to provide ample time to notify members.
2. Any member may call a special membership meeting by submitting the signatures of at least 40% of members in good standing (as of the submission date of the signatures) to the Chapter President. The President must call the meeting for no later than 30 days from the date of the submission of the signatures.

Members **MUST** receive a meeting announcement at least 14 days prior to the meeting. This announcement will include the agenda, any supporting documents, and the previous meeting's minutes.

6.2 QUORUM

Ten percent of the total Chapter membership in good standing will constitute a quorum at all membership meetings.

Section 7: Subchapters

7.0 SUBCHAPTER JURISDICTIONS

It is the responsibility of the Oregon Executive Board to set Subchapter jurisdictions. Per the Oregon Chapter bylaws, at the beginning of each Board year, the Board shall review current Subchapter jurisdictions and make appropriate adjustments, including adding newly established offices into a subchapter jurisdiction. Any changes to the Subchapter jurisdictions require a 2/3 vote of the Executive Board.

Current Subchapters:

Subchapter I – Astoria, Beaverton/Hillsboro, Tualatin, Gresham, North Portland, Portland-Metro UI Center, Oregon City, Tillamook, and their satellite offices, including one-stop and affiliated sites in the area

Subchapter II – Albany, McMinnville, Newport, OED Central Office, Salem, and their satellite offices, including one-stop and affiliated sites in the area

Subchapter III – Coos Bay, Eugene, Eugene UI Center, and their satellite offices, including one-stop and affiliated sites in the area

Subchapter IV – Baker City, Bend, Bend UI Center, Hermiston, La Grande, Ontario, Pendleton, Redmond, The Dalles, and their satellite offices, including one-stop and affiliated sites in the area

Subchapter V – Brookings, Grants Pass, Klamath Falls, Medford, Roseburg, and their satellite offices, including one-stop and affiliated sites in the area

7.1 GEOGRAPHIC ASSIGNMENT:

Members, whose sections are in the Administrative Office but who work in another geographic area, will be considered members of the Subchapter closest to their office of work assignment, being eligible to participate, vote and hold office with that Subchapter.

7.2 BYLAWS

Each subchapter shall be required to maintain bylaws consistent with Chapter and International Bylaws and this Manual. All proposed changes to subchapter bylaws must be submitted for approval to the Chapter Bylaws and Resolutions Committee prior to the membership voting on the changes.

Upon approval of changes to the Oregon Chapter Bylaws, each Subchapter must confirm consistency with the Subchapter bylaws and make necessary changes within six months.

7.3 ELECTIONS

Subchapters shall establish procedures for electing officers in the first quarter of each year. The Chapter Elections committee will assist as requested.

7.4 OFFICERS

Each Subchapter is required to have at minimum the following officers: President, President-Elect, Vice President, Secretary, Treasurer, and Subchapter Representative. A subchapter may choose to combine the Secretary and Treasurer position, similar to the Oregon Chapter.

Minimum qualifications, terms of office, and duties of Subchapter officers must be explicit in the bylaws or policy and procedures of each Subchapter.

7.5 BUDGETS AND AUDITS

Each subchapter shall create an annual balanced budget which must be voted on and approved by the Subchapter executive board. The Oregon Chapter Secretary/Treasurer must receive a copy of the approved subchapter budget by September 1 each year.

Subchapters are required to complete an audit each year prior the Spring Board meeting. Subchapters will not receive rebate checks until the audit is complete and verified by the Chapter Secretary/Treasurer.

7.6 POLICIES AND PROCEDURES

Each Subchapter will develop a standing Policy and Procedures Manual. The Chapter Executive Committee or Board may review upon request.

Section 8: Standing Committees

8.0 OVERVIEW

The Standing Committees shall be Resolutions and Bylaws, Marketing and Communications, Chapter Development, Education, Legislative, Retirees, and Recognition. The duties of all standing committees will be consistent with similar committees established by the International Association of Workforce Professionals.

Committees are expected to work together to achieve the goals of the committee and the Chapter.

8.1 COMMITTEE CHAIRS

8.1.1 Appointment and Confirmation

The President, with the approval and advice of the Executive Board, will appoint all standing committee chairpersons with the exception of the Executive and Chapter Development committees.

The Executive Board must approve all committee chair appointments by a simple majority. The President will submit the name and a statement of support for each committee chair to the Executive Board at least 14 days prior to a meeting. The President-Elect will submit nominees for committee chairs at the Spring Board meeting prior to their taking office.

All standing committee chairs become voting members of the Executive Board upon confirmation to the position.

8.1.2 Committee Chair Responsibilities

All Committee Chairs are responsible for:

- Attend all Executive Board meetings.
- Selecting committee members from active Chapter members.
- Writing an article at least once per quarter for publication in the *Oregonizer*.
- Understanding how their committee affects the Chapter awards and do everything in their power to ensure the Chapter receives maximum points for related categories.
- Completing assigned committee tasks as outlined in this Manual and as assigned by the President or Executive Board.

8.2 STANDING COMMITTEES

8.2.1 Resolutions and Bylaws:

Chair: Appointed by President, Approved by Executive Board

- Monitor the International Constitution and Bylaws for any changes that would affect the Chapter and/or Subchapters.
- Work together to implement any changes determined by the Executive Board and/or at any general membership meeting where changes are made to the Bylaws.
- The committee will ensure this manual stays current and up to date, making changes after each board and/or membership meeting as necessary.

8.2.2 Communications:

Chair: Appointed by President, Approved by Executive Board

- Maintain chapter website.
- Oversee publication of the Chapter's monthly newsletter, *The Oregonizer*;
- Develop written material for distribution.
- Write and release public service announcements and news releases.
- Compile the Communications notebook for submission to International prior to January 15 of each year.

8.2.3 Chapter Development:

Chair: Vice-President

- Develop a membership plan for submission to International prior to October 1.
- Recruit new members and encourage others to as well.
- Compile membership award submissions for International prior to January 15 of each year.
- Additional duties of the Chapter Development committee listed in Section 2 of this Manual.

8.2.4 Education:

Chair: Appointed by President, Approved by Executive Board

- Responsible for promoting the educational aspect of the Chapter.
- Work with Subchapters to develop educational opportunities including institutes and workshops.
- Promotion of WPDP and CWS.
- Compile the Chapter's Education notebook for submission to International prior to January 15 of each year.

8.2.5 Legislative:

Chair: Appointed by President, Approved by Executive Board

- Promote legislative awareness and education to all chapter members.
- Write an annual Legislative Communication Plan to be submitted to International prior to December 1.
- Track pertinent legislation relating to workforce development and related programs.
- Review promptly all E-Alert memos and other communication from the International Communications Committee and/or Legislative Coordinator.
- Develop and implementing procedures for legislative advocacy when appropriate.
- Coordinate legislative activities with agency management.
- Arrange for speakers on legislative topics at Chapter Educational Conferences and/or meetings.
- Coordinate other chapter legislative initiatives.
- Compile the Legislative notebook for submission to International prior to January 15 of each year.

8.2.6 Retirees:

Chair: Appointed by President, Approved by Executive Board

- Encourage the Chapter President to include and use retiree members in all phases of activity, including but not limited to business, program, and social.
- Remind other committee chairs of the ability and willingness of retirees to participate effectively.
- Encourage committee chairs to address pertinent issues that concern retirees;
- Encourage participation by the retirees.
- Chair of the Retiree-Doer Award.
- Coordinate activities for the retirees.

8.2.7 Recognition:

Chair: Appointed by President, Approved by Executive Board

- Develop time line for solicitation, scoring, and submission of awards.
- Develop a strategy to market the awards and the call for nominations.
- Solicit nominations for all Chapter and International award categories.
- Work with Chapter members to write nominations for those categories with no nominations.
- Creates a process for scoring of the nominations and selection of winners.
- Ensures all Chapter notebooks are complete and submitted to International prior to deadline.

- Submits all award nominations and membership awards to International by set deadlines.
- Oversees the award ceremony at the spring conference; this includes purchasing trophies for winners, a program for conference attendees listing all award categories and nominees, certificates to pass out to all nominees, and procuring an MC for the ceremony.

8.2.8 Marketing:

Chair: Appointed by President, Approved by Executive Board

- Develop marketing material to promote the Chapter.
- Develop marketing material to promote Chapter events and activities.
- Work closely with the other committees to help market the work they are doing to chapter and potential chapter members.
- Find new outlets for marketing Chapter.

Section 9: Policies and Procedures

9.0 PURPOSE OF MANUAL

This Manual shall be the method by which the purposes of the IAWP Oregon Chapter Bylaws are implemented. The rules, policies and procedures herein shall be liberally construed to ensure such implementation.

9.1 AMENDMENT OF MANUAL

9.1.1 Oregon Chapter Executive Board

If, in the opinion of the Executive Board, changes or revisions to this Manual that are consistent with the Chapter Bylaws are necessary to further enhance and implement the Bylaws, such changes or revisions may be adopted at any meeting of the Executive Board. A two-thirds (2/3) of the Executive Board present and voting must cast votes in favor of adopting the changes or revisions. The membership must be informed of such adoption in the first official publication after this action has been taken. In addition, this information must be posted immediately on the Chapter Website.

9.1.2 Oregon Chapter Members

If, in the opinion of the members, reflected by a petition signed by not less than ten percent of the Chapter members in good standing and entitled to vote on such matters, changes or revisions to this Manual that are consistent with the Chapter Bylaws, International Bylaws, and the Standing Rules, Policies and Procedures Manual of IAWP Incorporated are necessary to further enhance and implement the Bylaws, such changes or revisions may be adopted by a vote of the Executive Board or the Oregon Chapter membership.

The same method and manner of voting applicable to the amendment of the IAWP Oregon Chapter Bylaws shall be followed for a vote by the membership. A two-thirds (2/3) of the members entitled to vote and voting must approve the adoption of such changes or revisions. The membership must be informed of the results of the voting in the first official publication after this action has been taken. In addition, this information must be posted immediately on

the IAWP Oregon Chapter Website. A vote of the Executive Board may not override the changes or revisions adopted by the members.

Policy and Procedures Revisions:

Approved May 11, 2012