



Internal Revenue Service – Not for Profit 501(c) 3
 Organizational Constitution and Bylaws conform to Iowa Code
 Chapter 504 – Revised Iowa Nonprofit Corporation Act

BYLAWS and MANUAL OF PROCEDURES

{as approved by the Board of Directors on December 7, 2007 // amended March 6, 2008 //
 amended February 26, 2010 // amended January 28, 2011 // amended February 23, 2012 // amended December 6, 2012 //
 amended December 2013 // amended June 2016 // amended November 2018 // amended June 2019}

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CONSTITUTION OF THE IOWA PARKS AND RECREATION ASSOCIATION

Article I. Name

The name of the organization is IOWA PARKS AND RECREATION ASSOCIATION, INCORPORATED.

Article II. Affiliation

The Association shall be an affiliate of the National Recreation and Park Association and this fact shall so be indicated on official publications.

Article III. Purpose

The principal purposes of this Association shall be:

- A. To provide one state organization to represent and interpret the interests of the Parks and Recreation movement in providing improved opportunities for a more expressive life for the citizens of Iowa.
- B. To foster and maintain high standards of professional qualifications, training, and ethics.
- C. To stimulate and further a wide interest in parks and recreation and in the preservation, conservation, and development of Iowa's physical and natural, historical, and cultural recreational resources.
- D. To offer consultant assistance to governments, industries, agencies, and all other interests concerned in the establishment of comprehensive systems of parks and recreation.
- E. To gather and disseminate facts and information; to investigate, consider, evaluate, and express opinions on significant park and recreation matters.
- F. To act, as necessary and proper for the accomplishment of any purpose herein set forth or which shall be recognized as proper and lawful objectives of service, all of which shall be consistently in the best interest of the public and the park and recreation profession.

Article IV. Membership

Membership in this Association shall consist of those persons meeting the requirements as provided hereinafter or in the bylaws. The supervision, control, and direction of this Association shall be vested in a Board of directors.

Article V. Dissolution

The Association shall use its funds only to accomplish the objectives and purposes specified in the bylaws, and no part of said funds shall inure or be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more qualified charitable, scientific, or philanthropic organizations to be selected by the Board of directors.

Article VI. Amendments

Amendments of the Constitution may be made at any time by a two-thirds (2/3) majority of eligible voting members in good standing of Iowa Parks and Recreation Association casting ballots with the provision that the proposed amendments have first been approved by the board of directors. A ballot specifying the proposed amendments shall be electronically communicated to each eligible voting member in good standing at least thirty (30) days prior to the date ballots are tabulated.

**BYLAWS OF THE
IOWA PARKS AND RECREATION ASSOCIATION {Association}**

Article I. Registered Office

The registered office shall be the office of the Chief Executive Officer (referred hereto after CEO). The Association may also have offices at such other places within the state of Iowa as the activities of the Association may require.

The registered office of the Association, which must be maintained at all times pursuant to the Iowa Code Chapter 504 – Revised Iowa Nonprofit Corporation Act, may be changed from time to time by resolution of the Board of directors and the completion of the required Statement of the Office of the Secretary of State.

Article II. Members

Section 1. Membership and Eligibility

Any individual, firm, organization, city, board, or corporation with an interest in parks and recreation, within or outside the state of Iowa shall be eligible to become a member of any class of members upon payment of the established membership fee and upon satisfying any eligibility criteria as may be established by the board of directors. A member may resign at any given time. Such membership may not be transferred to another individual or company without approval from the CEO. A member who is removed due to association ethics shall forfeit all membership rights and privileges.

Section 2. Types of Memberships

The Association shall have six (6) categories, which shall be designated as Individual Professional, Department (which include director plus board and commission members), Commercial, Advocate, Student, and Retired. The definition of membership and the membership fee of each class shall be established and may be amended periodically by the board of directors.

Section 3. Voting Rights

The Individual Professional, Commercial and Individual Professionals within Department have full voting rights and can vote on Association matters and in elections. The Advocate, Department Board and Commission”, Student, and Retired do not have voting privileges on Association matters or in elections. The membership types possess voting rights as approved by the Board of directors.

Article III. Board of directors

Section 1. General Powers

The board of directors shall have supervision, control and direction of the affairs of the Association, shall actively pursue its purposes, and shall determine its policies and changes herein. The board may adopt such rules and regulations, as it deems advisable and establish committees as required to assist in the conduct of management of Association affairs.

Section 2. Composition of the Board

The board of directors shall consist of the president, vice-president, secretary/treasurer, and six (6) directors-at-large, all of whom shall be members as hereinafter specified in the Bylaws. Elected directors may also serve as chair of committees.

Section 3. Regular Meetings

At least four (4) regular meetings of the board of directors shall be held each year. Such meetings can be face-to-face, teleconference, video, or the combination thereof.

Section 4. Special Meetings

The president may, when he/she deems necessary, or the board of directors shall, at the request in writing of four (4) members of the board, issue a call for a special meeting of the board and ten (10) days notice shall be required for such a special meeting. An Executive Committee meeting may be called by the president with only one (1) day notice required.

Section 5. Quorum

A majority of the board attending in person, tele-conference, or other electronic means shall constitute a quorum unless herein otherwise provided.

Section 6. Action by the Board

A majority vote of the total number of votes cast shall be required for action. Voting on any question(s) may be by voice, by showing of hands, by written ballot, or other means as deemed appropriate if the presiding officer or any member so requests. Proxy voting is not allowed.

Section 7. Absences

If any member of the board of directors shall be absent from a meeting he or she shall communicate this to the president in advance of the meeting. In the event a member misses two (2) consecutive meetings without notice, his/her membership on the board may be declared vacant by a simple majority vote of those present at a duly called meeting of the board. Association staff shall be responsible for maintaining attendance records.

Section 8. Vacancies

Any vacancies in elected positions on the board of directors by reason of death, resignation, or otherwise may be filled by the president with board of directors' approval. If deemed necessary, a special election for elected positions may be conducted.

Section 9. Resignation

Any member of the board of directors may resign at any time by giving written notice of their resignation to the president. The president may resign his/her office by giving written notice of their intent to the vice president and CEO. Any such resignation shall take effect at the time specified in the resignation.

Section 10. Removal from Office

Any officer, director-at-large, or CEO can be removed from office (board member) or employment (CEO) for the balance of their term due to employment termination by insubordination, misconduct while holding an elected Association office, incompetence, or conviction of a public offense involving moral turpitude. Removal of any officer, director-at-large, or CEO will require a two-thirds majority vote of the board of directors.

Article IV. Executive Committee

The Executive Committee of the board shall have the power to act for the board between regular meetings or in the absence of a quorum at a regular meeting. The Executive Committee is to include the president, vice-president, and secretary/treasurer. Any decision or commitment rendered by the Executive Committee shall be shared by electronic means, or by telephone to the board of directors within 48 hours.

Article V. Officers, Duties and Terms

Section 1. Officers

Association officers shall be president, vice-president, secretary/treasurer, and six (6) directors-at-large.

Section 2. Terms

The president, vice-president, and secretary/treasurer shall hold office for two (2) years. The directors-at-large shall hold office for a three (3) year term with three (3) being elected at the appropriate election cycle.

Section 3. Qualifications

In order to qualify to be an elected officer of the board of directors, a member must hold current membership status with voting privileges. These directors may not hold congruent board positions in the Association and Iowa Foundation for Parks and Recreation.

Section 4. Elections

Officers and director-at-large shall be elected by the membership as provided in the Bylaws (Article VII).

Section 5. Succession

If a vacancy occurs among the elected officers, the line of succession to the presidency shall be vice-president followed by secretary/treasurer.

Section 6. Duties

Duties of the officers and directors-at-large shall be as common usage indicates.

Section 7. Presiding Officer

The president of the Association shall act as the presiding officer of the Executive Committee, the board of directors, and the Association. The vice-president shall preside in the absence of the president.

Article VI. Nomination and Election Procedures

Section 1. Obtaining Nominations

At least ninety (90) days before the Fall Workshop, the Nominating Committee shall notify the membership that suggestions for nominations of officers and/or directors-at-large are invited.

Section 2. Preparing the Slate

The Nominating Committee shall prepare a slate of two (2) qualified candidates according to Article V and Article VI for each elective office: vice president (odd numbered years), secretary/treasurer (even numbered years), and directors-at-large. No person shall be placed on the ballot by the committee without his/her consent.

Section 3. Ballot Requirements

The chair of the Nominating Committee, at least thirty (30) days before the Fall Workshop, shall electronically communicate to voting members in good standing (Article II, Section 3) a ballot carrying the names of the candidates listed in alphabetical order and a brief biographical sketch of the candidates. Members will complete an electronic ballot by which to cast his or her ballot within the permitted time frame.

There shall be a blank line under the names of the candidates for each officer for an additional name to be written in by the voters. A notation on the ballot shall specify the date by which the ballot is to be completed. Such date shall be at least fifteen (15) days prior to the Fall Workshop.

Section 4. Determining Election Results

It shall be the duty of the Nominating Committee, to tabulate the votes at least eight (8) days prior to the Fall Workshop. The person receiving the highest number of votes for each office shall be declared elected. In case of a tie vote, a run-off election between the tied candidates will be held at the first general session of the Fall Workshop. The election shall be held by secret ballot with only those eligible voters present at the session allowed to vote. All official ballots shall be destroyed by the Nomination Committee after the officers are installed. Ballots received after the voting deadline shall not be counted.

Article VII. Annual Meeting

Section 1. Date

An annual meeting of the Association shall be called by the president or board of directors at a convenient time, date, and location.

Section 2. Special Meetings

Special meetings of the general membership may be called by the president, upon written petition, of ten percent (10%) of the voting members in good standing.

Section 3. Procedure

All parliamentary business not covered by the Bylaws of the Association shall be governed by Robert's Rules of Order.

Article IX. Financial

Section 1. Budget

The Association budget is established by the board of directors on an annual basis prior to the start of the next fiscal year.

Section 2. Administration

The CEO has the authority to administer the budget according to the parameters established by the board of directors.

Section 3. Checks and Deposits

All funds of the Association shall be deposited from time to time in such bank accounts, trust companies, or other depositories as the board of directors may select. The CEO shall sign all checks or other orders for payment of money in the name of the Association. For purchases over, \$5,000.00 the CEO and the secretary/treasurer must sign the check.

Section 4. Contracts

The board of directors may authorize the CEO or any member of the board of directors to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 5. Loans

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

Section 6. Investments

The board of directors may authorize the CEO to purchase or transfer reserve funds into approved financial institutions (such as, but not limited to, certificate of deposits, money market accounts, community foundations, etc.)

Article X. Amendments

Amendments to the Bylaws may be made at any duly called meeting of the board of directors, by a majority vote of the board. The proposed amendments shall be submitted to the board no less than fifteen (15) days in advance of the meeting.

Article XI. Tax Exemption

This Nonprofit Corporation shall be exempt from taxation under Section 501-C-(3) of the Internal Revenue Code, and the Board of directors and officers shall not engage in any business activity which will violate the exempt status of the Corporation. All contributions received and funds raised shall be used exclusively for charitable, religious, education, and scientific purposes and no benefit or gain shall incur to any individual or member associated with the Corporation.

Adopted October	1939 – Boston
Revised November	1952
Revised November	1956
Revised November	1958
Revised November	1959
Revised November	1960
Revised November	1963
Revised September	1966
Revised July	1968
Revised August	1975
Revised February	1980
Revised April	1983
Revised November	1985
Revised January	1989
Revised May	2000
Revised March	2004

Iowa Park and Recreation Association Code of Ethics

The Association has provided leadership toward the development of parks and recreation in Iowa through its vision—"a professional organization of engaged members dedicated to achieving the highest levels of parks and recreation services for the communities of Iowa" with a mission "to help members develop their careers and support lasting parks and recreation systems". Members of the Association are dedicated to the common cause of assuring that people of all ages and abilities regardless of race, religion, gender identity, sexual orientation, physical or cognitive ability, and/or socio-economic ability has the opportunity to find leisure time opportunities and enjoy an improved quality of life.

The Association has consistently affirmed the importance of well-informed and trained professionals so that Iowa's communities can offer the best park and recreation services available to their citizens. Members of IPRA are encouraged to support the efforts of the Association and the profession through taking advantage of training opportunities provided to members. These training opportunities consist of conferences, workshops, and seminars, in addition to national, regional, and state certifications.

Because IPRA is a professional association, there is a special responsibility encumbered upon the membership to the Association, fellow members, respective community, and the profession. Therefore, a professional Code of Ethics has been created regarding professional conduct for Association members and staff. As a member or staff of the Association, the following Guiding Principles should be recognized:

1. Strive for personal and professional excellence and encourage professional development of fellow members, associates, and students that are majoring in the field.
2. Be honest and ethical in all dealings with the public we serve and act with integrity in representing our Association and respective community.
3. Avoid interests or activities that are in conflict with the performance of job responsibilities.
4. Promote the benefits of parks and recreation, the Association, and the opportunities to engage in leisure time pursuits in his or her community.
5. Provide opportunities for citizen growth regardless of race, religion, gender identity, sexual orientation, physical or cognitive ability, and/or socio-economic ability.

In addition, a professional Code of Ethics shall be adhered to by the general membership, the board of directors, and the CEO.

Code of Ethics - Board of directors

1. *Board Accountability:* Board members must represent loyalty to the interests of the Association and avoid all real or perceived conflicts of interests. Board members must adhere to the highest standards of integrity to inspire trust amongst the membership.
2. *Fiduciary Responsibility:* Board members must avoid conflict of interest with respect to their fiduciary responsibility. There shall be no compensated business done, outside of standard reimbursement, between a board member and the Association. If the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall recuse himself/herself without comment from not only the vote but also from deliberation. Board members must not use their positions to obtain employment with the Association for themselves, family members, or close associates. Should a member desire employment with the Association, he or she must first resign as a board member.
3. *Authority:* Board members may not attempt to exercise individual authority over the Association except as explicitly set forth in board policy.
4. *Confidentiality:* Board members shall maintain confidentiality on any issue of a sensitive nature.
5. *Removal:* any officer or board member can be removed from service due to moral turpitude, negligence of duty as a board member, or employment termination by reason of misconduct. (refer to page 4, Article III, Section 10)

Code of Ethics – Chief Executive Officer (CEO)

1. *Accountability:* Shall keep the board of directors fully, promptly, and objectively informed. Accepts decisions of the board and represents those decisions to the membership in a professional manner.
2. *Fiduciary Responsibility:* Must avoid conflict of interest with respect to his/her fiduciary responsibility. There shall be no compensated business done outside of standard reimbursement. If the board is to decide upon an issue about which staff has an unavoidable conflict of interest, staff shall be recused without comment as well as from deliberation. Staff must not use his/her position to obtain employment with the Association for family members or close associates unless first approved by the current board of directors.
3. *Professionalism:* Shall represent the Association in a professional manner in all areas of responsibility. He/she shall be loyal to the board of directors and shall maintain confidentiality on sensitive issues to the board and/or individual members.
4. *Strive for Excellence:* Strive for professional excellence and the highest standards of fairness, impartiality, effectiveness, and fiscal responsibility. Promote the interests of the Association at all times.
5. *Integrity:* Adhere to the highest standards of integrity and honesty in all public and personal activities to inspire confidence and trust amongst the board and membership.
6. *Staffing:* shall adhere to proper supervision and management of all full-time, part-time, and higher education internship students.
7. *Board Policy Support:* Shall accept policy decisions of the board and implement and support said policy.
8. *Fiscal Responsibility:* Will implement board approved budget. Will keep the board of directors fully informed of the financial condition of the Association through monthly statements.
9. *Removal* can be removed from employment due to moral turpitude, negligence of duty, or misconduct. (refer to page 4 , Article III, Section 10)

IPRA Member Code of Ethics

1. *Integrity:* Promoting high values, ethics, and standards when representing his/her community and as a member of the Association.
2. *Professionalism:* Members shall be professional in their actions and dealings with fellow members and Association staff and should be mindful that their conduct influences the respect that others hold for them and the community they represent.
3. *Involvement:* All members should strive to become involved in Association activities by attending conferences, workshops, seminars, and volunteering on committees, as well as participating and/or promoting activities, events, or programs to fellow staff and local citizens regardless of race, religion, gender identity, sexual orientation, physical or cognitive ability, and/or socio-economic ability.

BOARD OF DIRECTORS

I. Duties

- A. Conduct the affairs of the Association in accordance with the Constitution, Bylaws, and Manual of Procedures.
- B. Represent the interest of the membership.
- C. Provide direction to the Association via annual action plan or long-range vision.
- D. Determine policies or changes within the limits of the Constitution, Bylaws, and Manual of Procedures to actively carry out the purposes of the Association.
- E. Form standing and special committees to assist in the management of Association affairs; review progress of such committees and act accordingly.
- F. Consider the suspension and expulsion of any member and act accordingly.
- G. Review amendments to the Constitution and Bylaws.
- H. Review and approve the annual budget.
- I. Review membership dues as needed.

II. Operational Procedures

- A. Meet a minimum of four (4) times per year at the call of the president, in accordance with the Constitution and Bylaws.
- B. Meetings may incorporate in-person, tele-conference, other electronic methods, and/or all the aforementioned.

OFFICE OF PRESIDENT

I. Duties

- A. Conduct affairs of the Association in accordance with Constitution, Bylaws and Manual of Procedures.
- B. Call and preside over meetings of the board of directors.
- C. Appoint ad hoc committee chairs as needed.
- D. Serve as an ambassador.
- E. Submit an officer's budget and assist with the annual budget as requested by the CEO.
- F. Serve as member of the NRPA Council of State Affiliate Presidents.
- G. Serve as chair of the Personnel Committee.
- H. Serve as chair of the Executive Committee.

II. Operational Procedures

- A. Become familiar with the Articles of Incorporation and Bylaws.
- B. Review agenda with CEO and preside at all meetings of board of directors and Executive Committee; report all action of the Executive Committee to the board of directors within 48 hours.
- C. Conduct all correspondence necessary to fulfilling the duties of the president of IPRA including the responsibilities for relationship between IPRA and NRPA.
- D. Appoint, with approval of the board, individual(s) to fill any vacancy that may occur on the board.
- E. Establish special committees, if needed; also abolish such committees.
- F. Provide direction for action to be taken by standing and special committees.
- G. Attend NRPA National Congress (both years).

III. Dates and Deadlines

- A. Agendas for board meeting are to be e-mailed or faxed to board members at least one (1) week prior to the meeting.
- B. Vacancies on the board are to be filled immediately, upon approval of the board.

OFFICE OF VICE-PRESIDENT

I. Duties

- A. Serve in absence of president.
- B. Serve on Executive Committee.
- C. Serve on the Personnel Committee.
- D. Serve as ex-officio member of all committees.
- E. Serve as an ambassador.

II. Operational Procedures

- A. Aid the president in his/her operational procedures.

OFFICE OF SECRETARY/TREASURER

I. Duties/Responsibilities

- A. Serve on Executive Committee.
- B. Serve as an ambassador.
- C. Perform duties as requested by the president or the board.
- D. Serve on the Personnel Committee.
- E. Serve as Scholarship Committee Chair.

II. Operational Procedures

- A. Assist CEO with preparing yearly budget.
- B. Perform an internal annual review of accounting practices with the CEO.
- C. Present a treasurer's report at each board meeting.
- D. Endorse or sign checks that exceed \$5,000.00
- E. Upon resignation or removal of the CEO, conduct an operational review.

III. Dates and Deadlines

- A. Present treasurer's report at each board meeting.
- B. Perform requested duties by the deadlines established.

IV. Scholarship

- A. Provide opportunities for Association members who need financial assistance and professional encouragement to continue in the field of parks and recreation.
- B. Generate monies in the scholarship fund through fund drives, donations, sponsorships, and other appropriate methods.
- C. Present proposal for scholarships and amount to the board of directors during the annual budget process for their approval.
- D. Develop an annual membership fund drive for scholarship. All donors shall be recognized through an Association publication and other appropriate ways.
- E. Develop an application form.
- F. Promote so students in all colleges of Iowa will be aware of scholarship opportunities.
- G. Campus visits are also encouraged to publicize the scholarships.
- H. Review applications and determine recipient(s).
- I. Invite and strongly encourage all recipients to attend the banquet at no charge.
- J. Responsible for awarding the scholarships at the Conference Awards Banquet.
- K. Secretary/treasurer and CEO shall prepare an annual financial report prior to July 31.

II. Scholarship Fund

- A. A special scholarship fund has been authorized by the board of directors. With board approval, the interest from this money and any additional funds designated for scholarships are to be used exclusively for scholarship programs and professional training grants. The principal is not to be used for any scholarship request. All money generated by the Scholarship Committee is to be placed into the scholarship fund with the intent that this fund will continue to grow. As the fund increases, so does the interest earned and the possibility of additional scholarships being awarded.
- B. This fund is set up as a special account and all financial statements will indicate the status of this fund. This will ensure that it is to be used only for the purpose of supporting current and/or future scholarships and grants as determined appropriate by the board of directors.

III. New Scholarships

- A. Any new scholarships are to be a minimum of \$750.00.

IPRA SCHOLARSHIPS AVAILABLE (as of June 2019)

Kathryn Krieg and IPRA Invest In You Membership Scholarship -

\$1,000

Available to Association members in good standing after completing at least three years of full-time equivalent service in the Parks and Recreation profession within the state of Iowa. Scholarship must be used to cover the direct expenses up to \$1,000 of attending a national professional development opportunity in the field of Parks and Recreation.

Musco/Outdoor Recreation Products Scholarship -

\$750

Up to \$750 scholarship available to IPRA members in good standing who are a practitioner in pursuance of undergraduate/graduate study or professional certification in the field of parks and recreation. This scholarship will be offered so long as the giver(s) wish to continue this opportunity.

USA Softball-Iowa Scholarship -

\$750

Available to students not employed as a full-time Parks and Recreation practitioner. This scholarship is a contribution from USA Softball-Iowa.

** Note on eligibility of scholarship recipients:

Students applying for the scholarship must: 1) have a minimum of one semester or summer term left to complete when the scholarships are awarded, 2) be a current member of IPRA, and 3) complete an official IPRA Scholarship application form. The Scholarship Committee reserves the right to assign specific scholarships to respective eligible students. Scholarships are awarded at the Conference.

OFFICE OF DIRECTOR-AT-LARGE

I. Duties

- A. Serve on board of directors.
- B. Serve as liaison to board of directors for assigned committees.
- C. Serve as an ambassador.
- E. Relate membership concerns to the board of directors.
- F. Attend all regular and special meetings of the Board of directors.
- G. Report at board meetings on the work/activities/programs/events of assigned self-sustaining and/or specialized committees. This may include attending committee meetings.

OFFICE OF PAST PRESIDENT

I. Duties

- A. Provide direction to the Association.
- B. Be an advisor to the board of directors and current president.

MANUAL OF PROCEDURES

Committee Structure

- There are six (6) standing committees which the president shall annually appoint: Aquatics, Unite, Grow, Sustain, Inform, and Young Professional Network,. Standing committee is defined as a body whose work fluctuates based on assigned tasks within the contents of the bylaws in addition to tasks assigned by the board of directors. Chairs are selected by the president with board approval.
- There are seven (7) self-sustaining committees which are automatically assigned: Awards, Executive, Fall Workshop, Personnel, Scholarship, Professional Certification and Continuing Education, and Conference. Self-sustaining committee is defined as a body whose work is done on annual basis with committee chair automatically assigned by venture of committee task.
- Committee chair shall have the authority to secure additional committee members and to appoint subcommittees.
- The board of directors shall receive copies of reports, minutes, and other official business of all committee work.
- Committee chairs are responsible for notifying in a timely manner the assigned board member, president and CEO of meeting times/locations, meeting agenda, planned activities/events/programs, proposed changes to committee responsibilities or its assigned duties, meeting minutes (if available), and etc.
- Committees may not make binding commitments for the Association unless prior approval has been received, in writing, from the board of directors or CEO.
- Chairs shall submit written reports for each regular meeting of the board of directors. Chairs shall attend board meetings as requested by the president.
- Chairs shall submit an annual report of activities to the president and CEO.

Self-Sustaining Committees

Awards Committee

I. Membership

- A. The committee will be composed of the three (3) most recent recipients of the Slattery / Trueblood Professional Award in addition to the two (2) most recent recipients of the Dr. Carole J. Hanson New Professional Award who are willing to serve.
- B. The chair shall always be the outgoing (most senior) Slattery / Trueblood Professional Award recipient unless he/she does not wish to serve in this capacity, in which case, the chair will be selected from the remaining Slattery / Trueblood Professional Award recipients.
- C. Should any of the most recent recipients of the Slattery/ Trueblood Professional Award and/or Dr. Carole J. Hanson New Professional Award recipients not be willing to serve, the president shall appoint a replacement, using a succession from most recent award recipient until an individual is willing to serve the term balance.
- D. There shall always be no less than three (3) Slattery/Trueblood recipients sitting on the committee.

II. Duties

- A. To execute the awards program by giving recognition for public service and professional accomplishment in the park, recreation, and conservation movement.
- B. To prepare deadlines, specify necessary nominee qualifications, and nomination procedures.

IV. Nomination Procedures

- A. The committee is to furnish the membership with the awards information, nomination forms and urge the membership to consider all those worthy of receiving recognition by submitting their credentials for evaluation by the committee. Any Association member in good standing may nominate candidates for each award. The nominees may be endorsed by other members of the Association with the exception of Awards Committee members.
- B. All nomination materials should be available starting no later than the first week of January prior to that year's Conference. Deadline shall be no later than five weeks prior to that year's Conference
- C. It is suggested that to the extent it is feasible, all plaques and certificates are to be provided by the state office.
- D. Committee members may not nominate, sponsor, or write letter of support for nominees.
- E. Nominations not meeting requirements for submission will not be accepted.
- F. Nominations must be submitted by an Association member in good standing or be submitted by a department which has at least one Association member in good standing.
- G. There will be only one (1) Slattery / Trueblood Professional Award and one (1) Dr. Carole J. Hansen New Professional Award recipient per year.

V. Announcement and Presentation Procedures

- A. Awards are to be presented to the recipients at the annual awards banquet, and no announcement is to be made prior to this time.
- B. For purposes of maintaining better records, the names of award recipients should be included in the annual report one year after they receive their awards.

VI. Awards Offered

- A. *Slattery / Trueblood Professional Award* – This is the highest professional award in the Association award program. (An individual may receive this award only once in his/her lifetime.) Nominees must have been a member of IPRA for a minimum of 10 years.
- B. *Dr. Carole J. Hansen New Professional Award* – This recognizes the commitment and involvement to the profession and our association by a member who has joined the professional rank within the past seven (7) years.
- C. *T. Ray Frame Park Maintenance Award* – This recognizes an outstanding maintenance person within a park and/or recreation department.
- D. *Claude Ahrens Community Service Award* – An individual who have made outstanding contributions to the park, recreation and conservation movement.
- E. *Volunteer Group* – This recognizes a group of volunteers who have made outstanding contributions to the park, recreation, and conservation movement.
- F. *Business Support* – For private commercial organizations that have contributed to parks and recreation to enhance the quality of life within the community, county or state.
- G. *Service Club Award* – This recognizes a service group which has made significant contributions to the park, recreation, and conservation movement.
- H. *Permanent Part-time Team Member* – This recognizes a permanent part-time or ongoing seasonal department employee who is an integral asset to local parks and recreation agency. Employed less than 30 hours per week.
- I. *Administrative Assistant* – this recognizes an administrative assistant and/or clerical staff member who is employee year-round averaging no less than a minimum of twenty (20) hours per week.

Iowa Parks and Recreation Association Awards Criteria

Background

The Association recognizes outstanding professionals and volunteers through a series of awards that are given annually. The awards program is administered by the Awards Committee, a committee which reports to the Board of directors and receives assistance from Association staff. Presently, there are nine (9) awards which either professionals or volunteers are eligible to receive. Each award is governed by criteria referenced to in this document. Finally, there are other recognitions which from time to time may be appropriate to give. This document assists in the governance of that process as well

Current Slate of Awards

- Slattery/Trueblood Professional Award
- Dr. Carole J. Hanson New Professional Award
- T. Ray Frame Park Maintenance Award
- Claude Ahrens Community Service Award
- Volunteer Group Award
- Business Support Award
- Service Club Award
- Permanent Part-time Team Member Award
- Administrative Assistant Award

Iowa Parks and Recreation Association Awards Criteria & Eligibility

• Slattery/Trueblood Professional Award

The Slattery/Trueblood Professional Award is the highest professional award. The “professional” encompasses many outstanding traits. To be considered for this award, the nominee should be an individual who has given of his/herself as they work with his/her clientele. Their everyday life should exemplify outstanding, dedicated and unselfish service to the profession, community and to this Association. Association membership for a minimum of 10 years is required to be eligible for receiving this award.

- **Dr. Carole J. Hanson New Professional Award**

The Dr. Carole J. Hanson New Professional Award recognizes the professional who has exemplified commitment and outstanding service to the parks and recreation profession and to the Association. It is designated for the individual who has joined the professional ranks within the past seven (7) years. Association membership is required to be eligible for receiving this award.

- **T. Ray Frame Park Maintenance Award**

The T. Ray Frame Maintenance Award is given to the outstanding maintenance person or maintenance supervisor with a park and recreation department who has demonstrated a high level of skill in his/her work; goes beyond what would be considered adequate or expected as well as shows devotion on and off the job. This is designed to be a “blue collar” award for a professional in a non-supervisory or working supervisor position. Association membership is not required to be eligible for receiving this award.

- **Claude Ahrens Community Service Award**

The Ahrens Award recognizes an individual outside of our profession who has provided support and contributed to the strengthening of programs and resources within his/her community, area and state. Association membership is not required to be eligible for receiving this award.

- **Volunteer Group Award**

The Volunteer Group Award recognizes a group of volunteers outside of our profession, who like-minded interests have supported the strengthening of programs and resources. This is achieved through outstanding contribution to the park, recreation, and conservation movement within their community, area, and state. Association membership is not required to be eligible for receiving this award.

- **Business Support Award**

The Business Support Award is designed to recognize a private organization that has contributed to the parks and recreation profession and has enhanced the quality of life within their community, area, and state. Association membership is not required to be eligible for receiving this award.

- **Service Club Award**

The Service Club Award recognizes a service group outside of our profession which has supported and contributed to the strengthening of programs and resources to departments and the community by outstanding contributions to the park, recreation, and conservation movement. Association membership is not required to be eligible to receive this award.

- **Permanent Part-time Team Member**

The Permanent Part-time Team Member Award recognizes a permanent part-time (less than 30 hours per week on a yearly basis or ongoing seasonal department employee who is an integral asset. Cannot be a park maintenance employee as T. Ray Frame award addresses this situation. Individual demonstrates passion, enthusiasm for the profession, agency, and public. Demonstrates leadership in providing quality programming and/or services. Demonstrates leadership in developing fellow part-time and/or seasonal employees. Association membership is not required to be eligible to receive this award.

- **Administrative Assistant Award**

The Administrative Assistant Award recognizes administrative and/or clerical staff who are an integral asset to local park and recreation agencies. These individuals perform necessary duties in providing excellent administrative services so the department can provide top quality programs, special events, superior customer service, in addition to, other behind the scenes encouragement. Nominee must work year-round averaging no less than a minimum of twenty (20) hours per week. Association membership is not required to be eligible to receive this award.

Awards Nominating Process

The Awards Committee is charged with handling the awards process and communicating to the membership in various ways award program information, which includes the process for award nominations. Association members are encouraged by the committee to nominate deserving individuals/groups for these various honors. The committee, when all nomination packets have been received by the prescribed deadline, makes the determination of recipients for the various awards. An awards program is held during the banquet ceremony at the Conference. The Awards Committee functions under the authority of the board of directors.

IPRA Awards Naming Protocol

The Awards Committee and board of directors recognize that there is a need to have criteria in place as it relates to naming new awards and/or renaming existing awards. The following shall be the established protocol:

1. The person for whom the award is being named must be a recognized leader in the field of parks and recreation and must be an individual who has been recognized at the state and preferably national level for his/her contributions to the area exemplified by the criteria of the award.
2. The person for whom the award is being named must be a current or former member of the Association.
3. All Association awards are reviewed annually by the Awards Committee for content and validity. In the case of named awards, the period for all named awards shall be a minimum of 20 years. The Awards Committee reserves the right to maintain the name of the award after 20 years or to recommend to the board of directors a revision of its name and continue the award after that period.
4. All requests to name new awards or rename existing awards shall be delivered in writing to the board of directors. The board of directors may choose to forward the request to the Awards Committee for a recommendation. The board of directors reserves the right to approve or deny the request.
5. All requests to name new awards or rename existing awards must be accompanied by a biographical description of the person for whom the award is named and a statement of justification.
6. CEO will notify the family/heirs of the renamed award and justification for such board action.

Process for Considering New IPRA Awards

1. The board of directors will consider and evaluate the development of any new award by reviewing proposals brought forward. The board of directors reserves the right to forward the request to the Awards Committee for a recommendation. New award proposals shall include an executive summary and detailed rationale for the award's need and how it will benefit the Association and parks and recreation in Iowa.
2. All background information and materials used to develop award criteria must be presented to the board of directors.
3. For any newly named award proposed to the board of directors, the person for whom the award is to be named must be a recognized leader in the field of parks and recreation.
4. Suggestions for new awards are accepted at any time and shall be directed in writing to the president.
5. The Awards Committee and/or the board of directors shall develop a set of criteria, eligibility and award name. The board of directors shall have final authority on determining any new award, the final criteria, eligibility, and the award's name.
6. If a new award is approved, the Awards Committee will then develop the application and selection process in accordance with the annual awards program and shall be responsible for promoting the new award to the membership.

Other Recognitions

From time to time, it may be determined that special recognitions are needed for members, volunteers, or others benefiting the Association, the parks and recreation profession, and quality of life movement. The process for special recognitions shall be managed by the Awards Committee, under authority of the board of directors. Special recognitions may include, but are not limited to:

- Retirements of long-time members
- Outstanding leadership on project or association initiative
- Special contribution(s) to the Association

Executive Committee

I. Membership

- A. The members of this committee shall include the president, vice-president, and secretary/treasurer.

II. Duties

- A. The Executive Committee is vested with the authority to act for the board of directors.
B. The Executive Committee shall meet whenever necessary to conduct business between official meetings.

III. Operational Procedures

- A. The president will serve as chair of the Executive Committee and shall call and preside over Executive Committee meetings. The vice president shall preside in the absence of the president.
B. The chair shall report all action of the Executive Committee within 48 hours to the board of directors.

Fall Workshop Committee

I. Membership

- A. Local workshop host chairs the committee, if possible, with committee members from local area agencies.
B. CEO.
C. Board of directors' representative.
D. PCCE committee representative.

II. Purpose

- A. The committee is responsible for planning and executing all facets of the Fall Workshop.

III. Duties and Operational Procedures

- A. Duties and responsibilities of the committee are indicated in the IPRA Fall Workshop Document.

Personnel Committee

I. **Membership**

- A. Committee shall consist of, president, vice president, secretary/ treasurer, and one director at large. President shall serve as chair.
- B. The committee shall solicit input for the purpose of discussing the performance evaluation of the CEO and staff will be July 1 - April 30 with input from board of directors
- C. Evaluation discussion with the CEO will be done by the four (4) member committee.

II. **Duties**

- A. Review the CEO job description and evaluation form annually. Recommend changes to the board of directors.
- B. Evaluate the job performance of the CEO prior to the budget process. This is to be a written evaluation that is discussed orally with the CEO.
- C. Review and recommend to the board of directors the salary and benefits for all employees at the meeting where the annual budget is established.
- D. Review job description and annual performance evaluations written by the CEO for all employees under his/her supervision and make appropriate recommendations.
- E. Handle all other related personnel matters as assigned by the board of directors.
- F. Determine CEO fiscal year goals and objectives.
- G. Approve administrative assistant goals and objections as determined by the CEO.
- H.

Conference Committee

I. **Membership**

- A. Host department member or another Association member willing to serve as chair.
- B. Local hosts.
- C. CEO
- D. Board of directors' representative.
- E. PCCE committee representative.
- F. Young Professional Network representative
- G. Other committee chairs or interested parties.

II. **Purpose**

- A. The committee is responsible for planning and executing all facets of the annual conference.

III. **Duties and Operational Procedures**

- A. Duties and responsibilities of the committee are indicated in the Conference Planning Document.

Professional Certification and Continuing Education (PCCE) Committee

I. **Function**

- A. Shall establish the criteria and procedures for the administration of the continuing education unit (CEU) utilizing current National Recreation and Park Association standards and guidelines. NRPA guidelines can be found at www.iapra.org
- B. Shall provide professional development leadership guidance to event/conference/workshop organizers or organizing groups to ensure efficient and effective learning opportunities for the Association's membership
- C. Shall maintain the integrity of the NRPA's CEU Policy and Procedures located on the NRPA website.

II. Committee Composition

- A. Shall be made up of a minimum of three (3) and a maximum of five (5) members.
- B. To qualify as a candidate for the committee, an individual must hold current certification as a CPRP, CTRS, or CPRE
- C. Chair is selected from amongst the committee members.
- D. Vacancies on the board shall be filled for the unexpired term by appointment by the committee chair.
- E. The PCCE members shall be appointed for three-year overlapping terms. Each member shall serve until a successor is appointed when possible.
- F. Terms expire in conjunction with the Fall Workshop.

III. Duties and Responsibilities

- A. Monitor trends and update PCCE bylaws to coincide with NRPA policies and guidelines.
- B. Develop such procedures, forms, and materials as may be necessary for reviewing all CEU requests.
- C. As a committee: review, discuss and approve/disapprove all submitted CEU's for IPRA events/workshops/conferences.
- D. Will provide one (1) member of the PCCE to liaison with each year's planning committee for the Conference and Fall Workshop.

IV. Dates and Deadlines

- A. Shall timely approve/disapprove all proposed CEU's and provide the decision to the CEU submitting individual/organization.
- B. Shall review the PCCE bylaws and submit in written communication to the CEO and IPRA president any necessary changes, additions, and/or acceptance of the previous document prior to Memorial Day; providing the IPRA board of directors the ability to accept the recommendation at the June board meeting.

V. CEU Program Administration

- A. Procedure
 - i. The Association shall establish the PCCE to supervise the administration of its continuing professional development program.
 - ii. CEU proposals shall be submitted to the PCCE chair on a standardized form (fillable PDF) available on the IPRA website.
 - iii. Applications should be received, via email in PDF form, by the PCCE chair no later than two weeks before the training program is to be held. Late applications submissions can result in disapproval of CEU credits.
 - iv. Verification from the PCCE decision will be forwarded to each individual/group/committee seeking IPRA endorsement. Approval and/or disapproval is based on a majority decision by PCCE.
 - v. The action of the PCCE is final except where there is either an informal or formal appeal.
- B. Informal Appeal - If the initial application is disapproved, the CEU submitting individual/group/committee may present additional information and request clarification for a second review.
- C. Formal Appeal - If after a second PCCE review, the CEU submitting individual/group/committee does not agree with the PCCE recommendation, a written appeal can be submitted to the CEO for reconsideration to the Appeals Board.
 - i. The IPRA board of directors will preside as the Appeals Board with the PCCE chair added as a non-voting member. A majority vote will take place at the next scheduled board meeting and shall be final in all cases.
- D. Staff will maintain copies of member completed CEU forms. These documents will be used as a duplicate copy. Responsibility for renewing of professional certifications rest with the individual member.

President Appointed Specialize Committees

Aquatics Committee

I. Membership

- A. Committee members should have aquatics knowledge.

II. Purpose

- A. To promote aquatic awareness through conference, workshop, and special educational and certification seminars/schools.
- B. Liaison with Iowa Department of Public Health – Swimming Pool and Spa Division.

III. Duties and Operational Procedures

- A. Develop and conduct surveys as it pertains to aquatics issues. Make the results available to the members.
- B. Develop resources materials/lists regarding aquatics whereby members can easily be referenced to for further information.
- C. Promote pool operator courses and CEU Workshops which are approved by the Iowa Department of Public Health, Division of Swimming Pools and Spas.
- D. Organize periodic round table discussions on a variety of topics as it pertains to aquatics.
- E. Submit information regarding events and activities for the monthly newsletter.
- F. Submit an annual report to the president in accordance with the deadline set.

Unite Committee (previously Legislative)

I. Membership

- A. Qualifications—Chair shall have a sincere interest in the legislative process and be prepared to devote the necessary time for legislative activity.
- B. Term of office for chair will coincide with the Iowa legislature sessions. It will begin with the end of the session in the year appointed and conclude with the end of the Iowa legislative session prior to the legislative elections.

II. Responsibilities and Function

- A. Keep abreast of legislative matters on the state and federal level.
- B. Make reports to the president and board of directors at regular board meetings as requested.
- C. Represent the association at various hearings of the Iowa House and/or Senate and other appropriate meetings dealing with legislative matters.
- D. Write a legislative overview regularly while the state legislature is in session, to be mailed to all departments/agencies within the association.
- E. Develop a legislative platform prior to the start of the Iowa legislative session.
- G. Solicit the membership for suggested legislative matters that should be addressed.
- H. Coordinate with the CEO during times when Iowa legislature is in session.

III. State Legislative

- A. Obtain the committee assignments of all legislators to allow personal contact with the legislators, to encourage favorable action on desirable legislation.
- B. Monitor the various times for committee hearings on legislation pertaining to the Association then disseminate information to the membership so that contact with legislators may be made.

Grow Committee (previously Membership)

I. **Membership**

- A. The CEO will coordinate committee membership with the committee chair as requested by the president.

II. **Purpose**

- A. Increase Association membership through internal and external marketing efforts.
- B. Assist in improvement of services to the general membership.
- C. Promote membership to students, professionals in the park and recreation profession, lay people active in the services associated with park and recreation, and other indicated individuals.
- D. Welcome new members.
- E. Contact persons in the field who are not members of IPRA and explain the advantages of membership.
- F. Assist in contacting delinquent members and invite them to renew their membership.
- G. Provide educational opportunities which are not linked to Fall Workshop or Conference for members and non-members.
- H. Conduct surveys which will aid the professional in conducting their positions.
- I. Expand/grow new leadership opportunities.
- J. Promote opportunities and value of professional certifications.
- K. Organize regional network learning opportunities. Wherever possible seek PCCE CEU approval.

Sustain Committee

I. **Membership**

- A. The CEO will coordinate committee membership with the committee chair as requested by the president.

II. **Purpose**

- A. Expand and enhance member connections by improving the ability for members to connect around similar needs.
- B. Boost member knowledge and understanding of committee structure, identifying responsibilities of each committee in achieve the Association strategic plan.
- C. Assist staff and secretary/treasurer in identifying new non-dues revenue streams.
- D. Assist staff with communicating member features via their fees.

III. **Duties and Operational Procedures**

- A. Conduct surveys in conjunction with staff to further investigate the needs of individual members and that of the Association.
- B. Communicate regularly with members on what their fees support along with the value of the Association to continue retention of existing members.
- C. Review on a regular basis the strategic plan, it's vision and mission relating to future trends.

Inform Committee

I. **Membership**

- A. The CEO will coordinate committee membership with the committee chair as requested by the president.

II. **Purpose**

- A. Offer guidance to both the board of directors and staff in creating greater member connectivity via technology.

III. Duties and Operational Procedures

- A. Provide input of ways the Association can gain access to and use of technology in creating member connectivity.
- B. Provide input of ways the Association can reach out to non-members in an effort to collaborate.
- C. Provide input to improve or enhance member's ability to access information
- D. Utilize technology statistics in effort to support areas of communication improvements.
- E. Assist with providing a viable-user friendly electronic communications tool (e.g.: website, online registration, membership directory, etc.)

Young Professional Network Committee

I. Membership

- A. The CEO will coordinate committee membership with the committee chair as requested by the president.
- B. Members must be age 35 and younger.

II. Purpose

- A. Offer members who are ages 35 and younger the opportunity to network and gain knowledge.
- B. Provide the board of directors and staff areas of direction to improve relations between those who are older than 35 years of age.

III. Duties and Operational Procedures

- A. Provide two annual workshops designed to offer network and grow professionally.
- B. Provide direction and input to planning of the annual leadership institute.
- C. Provide opportunities for networking at the Conference and Fall Workshop.
- D. Plan a volunteer community service project for a member department.

APPENDIX

INSTALLATION CEREMONY

Board of directors – Officers and Directors-at-Large Members

Installing officer (outgoing president) calls newly elected officers (three directors-at-large, treasurer, vice-president and president) to the rostrum. They stand, backs to the audience, facing installing officer. Elected officers will be slightly different from year to year.

INSTALLING OFFICER:

Officers and Directors-at-Large of the Iowa Parks and Recreation Association, you have been selected by the members of the association to serve as leaders of the ensuing year. The members will look to you to carry on the affairs of this organization with honesty and integrity. Your primary duties are as follows:

Directors-at-large, _____, _____ and _____, you have been elected to a position on the IPRA Board of directors to serve and provide direction to the Association.

Secretary/Treasurer, _____, it is your duty to review all financial business conducted by the Association by the CEO office.

Vice-President, _____, to your office belong the responsibility of acting for the president in his/her absence, and to take an active part in the operation of the organization while becoming well prepared to one day assume the presidency.

In addition, _____ (Secretary/Treasurer) and _____ Vice-President, you shall serve as a member of the Executive Committee of the Board of directors and perform any duties assigned by the president.

With this in mind, and your willingness to serve, please face the membership and raise your right hand.

INSTALLING OFFICER (to the officers and directors-at-large):

Do you solemnly swear to perform the duties of your office to the best of your ability, commit yourself to the goals and objectives of the association and uphold the constitution and bylaws of IPRA? If so, say "I Do".

Returning Board Members are asked to come forward.

INSTALLING OFFICER (to the new president)

President _____, you have been elected to the highest office this association can bestow. It shall be your duty to preside at all meetings and to represent the association at all functions, to enforce observance of the constitution and bylaws of this association, and to appoint committee chairpersons and other officers not otherwise provided for, with the approval of the Board of directors. To you is also entrusted the success of this year's program.

With this in mind, and your willingness to assume the office of president, please face the membership and raise your right hand.

Do you solemnly swear to perform the duties of the office of IPRA President to the best of your ability, commit yourself to the goals and objectives of the association and uphold the constitution and bylaws of IPRA? If so, say, "I Do".

IMMEDIATE PAST PRESIDENT (handing gavel to incoming president)

With faith in your ability to guide the activities of our association, I deliver to your hands this gavel, your symbol of authority, and with it I offer you my sincere congratulations.

INSTALLING OFFICER

I take great pleasure in presenting to you your newly installed and returning officers and directors-at-large for our new year. I trust they will have your complete cooperation and assistance in guiding this organization.

(Installing officer shakes hand of each and offers congratulations)