IOWA
PARKS AND RECREATION ASSOCIATION

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

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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 insure or be distributed to the members of the Association. On dissolution of the Association, any remaining funds 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 president and Chief Executive Officer (hereinafter staff). 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 (hereinafter board) 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 board. A member may resign at any given time. Such membership may not be transferred to another individual or company without approval from the staff. 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 five (5) categories, which shall be designated as:
A) Individual Professional – an individual who is a career professional by virtue of training and experience in the field of parks and recreation services.
B) Commercial – a businesses or not-for-profits in the area parks and recreation or leisure services.
C) Student –a person who is either a full-time student or a non-traditional student pursuing a degree in parks and recreation or other related field.
D) Retired –an Individual Professional who has retired from the field.
E) Advocate –a person interested in an who contributes to the purpose of the Association and does not qualify for membership in one of the aforementioned categories.
F) Agency – individuals within an organization who are career professional by virtue of training and experience in the field of parks and recreation services.
The definition of membership and the membership fee of each class shall be established and may be amended periodically by the board.

Section 3. Membership Dues and Requirements
Dues are a requirement for membership in the Association
A) Membership Year – July 1 through June 30 for all classifications (mirrors IPRA fiscal year).
B) New Membership – time to time staff is authorized to extended membership into the next Membership Year based upon when a new (non-transferred membership due to staff replacement)
C) Membership Termination – dues not paid in full by the last day of August will result in termination of membership and all rights and privileges of that membership.

D) Membership Reinstatement – membership may be reinstated by payment in full of dues for the current membership year.
E) Changes in Dues Structure – any changes shall be recommended to the board for approval. Two-thirds of votes cast by the board are required for adoption.

Section 4. Voting Rights
Professional members have full voting rights and can vote on Association matters. Commercial, Advocate, Student, and Retired do not have voting privileges on Association matters. The membership types possess voting rights as approved by the board.

Article III. Board

Section 1. General Powers
The board 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 shall consist of the chair, vice chair, secretary/treasurer, and six (6) directors-at-large (hereinafter director or directors) all of whom shall be members as hereinafter specified in the bylaws. Directors may also serve as committee chairs.

Section 3. Regular Meetings
At least four (4) regular meetings of the board shall be held each year. Such meetings can be face-to-face, teleconference, video, or the combination thereof.

Section 4. Special Meetings
The chair may, when they deem necessary, or the board shall, at the request in writing of four (4) members of the board, issue a call for a special meeting of the board and seven (7) business days' notice shall be required for such a special meeting. An Executive Committee meeting may be called by the chair 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. A majority consists of fifty percent plus one.

Section 6. Action
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.
A) Email Voting:

1. E-mail voting should be done only on items requiring immediate attention or those items that cannot be handled during regular scheduled meetings.
2. The board chair shall initiate the voting process. All voting items shall be sent to the board chair.
3. The board chair shall call for discussion, motion and vote.
4. The motion and an explanation of the motion will be included in the message requesting a vote.
5. The Board shall have three business days from the day of the request for votes to vote on the request. During that time, any board member can discuss or ask for clarification about the motion.

6. A deadline for the vote will be set at the time of original request for a vote and all votes must be received by that time.
7. If the number of votes received by the deadline is less than the established quorum then the motion fails.
8. If the number of votes meets or exceeds the established quorum then majority determines the outcome.
9. An electronic vote will have the same effect as a regular meeting vote and will be entered into the minutes of the next Board meeting.
10. The board chair shall be responsible for tallying the votes
11. The results of the vote shall be provided within two days after the established deadline for a vote.

Section 7. Absences
If any member of the board shall be absent from a meeting, they shall communicate this to the chair, as well as staff in advance of the meeting. In the event a member misses two (2) consecutive meetings without notice or more than 50% of the quarterly meetings, their position 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 selected positions on the board by reason of death, resignation, or otherwise may be filled by the chair with board approval. If deemed necessary, a special selection process for positions may be conducted.

Section 9. Resignation
Any member of the board may resign at any time by giving written notice of their resignation to the chair. The chair may resign their office by giving written notice of their intent to the vice chair as well as staff. Any such resignation shall take effect at the time specified in the resignation.

Section 10. Removal
Any officer, director, or staff can be removed from office (board member) or employment (staff) for the balance of their term due to employment termination by insubordination, misconduct while holding a selected Association office, incompetence, or conviction of a public offense involving moral turpitude. Removal of any officer, director, or staff will require a two-thirds majority vote of the board.

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 chair, vice chair, and secretary/treasurer. Any decision or commitment rendered by the Executive Committee shall be shared by electronic means, or by telephone to the board within 48 business hours.

Article V. Officers, Duties and Terms

Section 1. Officers
Association officers shall be chair, vice chair, secretary/treasurer, and six (6) directors.

Section 2. Terms
The chair, vice chair, and secretary/treasurer shall hold office for one (1) year. Directors 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, a member must hold current Individual Professional or Agency 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. Selection Process
Directors will be selected by seated directors. The process will include but not limited to soliciting applicants from Individual Professional members who are vetted then selected. Officers will be selected from seated and new directors at the Fall Workshop. New directors will be installed at the Fall Workshop.

Section 5. Succession
If a vacancy occurs among the elected officers, the line of succession to the chair shall be vice chair followed by secretary/treasurer.

Section 6. Duties
Duties of the officers and directors shall be as common usage indicates.

Section 7. Presiding Officer
The chair of the Association shall act as the presiding officer of the board, Association, Executive Committee, and Personnel Committee. The vice chair shall preside in the absence of the chair.

Article VI. Meetings

Section 1. Date
An annual meeting of the Association shall be called by the chair or board at a convenient time, date, and location.

Section 2. Special Meetings
Special meetings of the general membership may be called by the chair, upon written petition, of ten percent (10%) of the voting members in good standing.

Section 3. Closed Meetings
The board may conduct closed session meetings for, but not limited to; personnel, board application review and selection, sponsorships, grants, legal action or other items that should be excluded from local government public record requirements.

Section 4. Procedure
The latest edition of Robert's Rules of Order shall prevail at the meetings of the Association unless otherwise specified by the bylaws, Articles of Incorporation, and/or Constitution.

Article VII. Financial

Section 1. Budget
The Association budget is established by the board on an annual basis prior to the start of the next fiscal year. Association fiscal year is July 1 through June 30.

Section 2. Administration
Staff have the authority to administer the budget according to the parameters established by the board.

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 may designate. Staff shall sign all checks or other orders for payment of money in the name of the Association. For purchases over, $5,000.00 staff and the secretary/treasurer must sign the check.

Section 4. Contracts
The board may authorize staff or any member of the board 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. Such authority may be general or confined to specific instances.

Section 6. Investments
The board may authorize staff 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.)

Section 7. Tipping
A reasonable tip will be reimbursed. The suggestion would be 20%, but not exceed 25%.

Article VIII. Amendments

Amendments to the bylaws may be made at any duly called meeting of the board by a majority (fifty percent plus one) vote of the board. The proposed amendments shall be submitted to the board no less than seven (7) business 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, and the CEO.

Code of Ethics - Board

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.

Code of Ethics – President and Chief Executive Officer

1. *Accountability*: Shall keep the board 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 their 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 their position to obtain employment with the Association for family members or close associates unless first approved by the current board.
3. *Professionalism*: Shall represent the Association in a professional manner in all areas of responsibility. They shall be loyal to the board 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 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 3, 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 strategic development 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 (i.e. Tiger Teams) committees to assist in the management of Association affairs and 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, bylaws, and/or manual of procedures.
H. Review and approve the annual budget.
I. Review membership dues as needed.
J. Attend all meetings unless excused by the chair.
K. Serve on assigned but not limited to committees, Tiger Teams, or special events.
L. Meet a minimum of four (4) times per year at the call of the chair, in accordance with the Constitution and bylaws.
M. Meetings may incorporate in-person, tele-conference, other electronic methods, and/or all the aforementioned.

OFFICE OF BOARD CHAIR

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.
C. Appoint appropriate committee chairs as needed.
D. Represent the Association on the NRPA Council of State Affiliate Presidents.
E. Serve as chair of the Personnel Committee.
F. Serve as chair of the Executive Committee.

OFFICE OF BOARD VICE CHAIR

I. Duties

A. Serve in absence of chair.
B. Serve on Executive Committee.
C. Serve on the Personnel Committee.

OFFICE OF BOARD SECRETARY/TREASURER

I. Duties

A. Serve on Executive Committee.
B. Perform duties as requested by the chair or the board.
C. Serve on the Personnel Committee.
D. Assist chair and staff with preparing annual budget.

E. Present a financial update annually to the membership.
F. Endorse or sign checks that exceed $5,000.00.
G. Upon resignation or removal of the president and CEO, lead, along with the entire board of directors, an operational review, with the assistance of a 3rd party.
H. Shall coordinate scholarship opportunities as directed by the board.

MANUAL OF PROCEDURES
Committee Structure

- There are three (3) standing committee chairs which the board chair shall annually appoint: Aquatics, Professional Certification/Continuing Education (PCCE), and Institute (Li). 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 chair and/or board. Committee chairs are selected by the board chair with board approval. Committee members must be full-time Individual Professional / Agency members.
- There are three (3) self-sustaining committees which are automatically assigned: Awards, Executive, and Personnel. 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 chairs will work directly with IPRA staff when deciding on 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 staff.

Self-Sustaining Committees

Awards Committee

I. Membership and Duties

A. The committee will be composed of the two (2) most recent recipients of the Slattery / Trueblood Professional Award who are willing to serve, two (2) most recent recipients of the Dr. Carole J. Hanson New Professional Award who are willing to serve plus, in addition to one (1) director.

B. The committee chair shall always be the outgoing (most senior) Slattery / Trueblood Professional Award recipient unless they do not wish to serve in this capacity, in which case, the committee 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 board chair 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 two (2) Slattery/Trueblood recipients sitting on the committee.

E. To execute the awards program by giving recognition for public service and professional accomplishment in the park, recreation, and conservation movement.

F. To prepare deadlines, specify necessary nominee qualifications, and nomination procedures.

II. 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 applications 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. Committee members may not nominate, sponsor, or write letter of support for nominees.

D. Nominations not meeting requirements for submission will not be accepted.

E. 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.

F. There will be only one (1) recipient in each category.

III. 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.

IV. Awards Offered

A. *Slattery / Trueblood Professional Award* – highest professional award in the Association award program. (An individual may receive this award only once in their lifetime.) Nominees must have been a member of IPRA for a minimum of 10 years.

B. *Dr. Carole J. Hanson New Professional Award* – 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* – recognizes an outstanding maintenance person within a park and/or recreation department.

D. *Claude Ahrens Community Service Award* – an individual who has made outstanding contributions to the park, recreation, and conservation movement.

E. *Permanent Part-time Team Member* – 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.

F. *Administrative Assistant* –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 and receives assistance from staff. Presently, there are six (6) awards which either professionals or volunteers are eligible to receive. Each award is governed by criteria referenced 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
- 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 to receive 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. Focus shall be for individual members who are age 35 years and younger with at least three (3) years of IPRA membership in good standing. Association membership is required to be eligible to receive 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 to receive this award.

- **Claude Ahrens Community Service Award**

The Ahrens Award recognizes an individual or group 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.

- **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. Individuals demonstrate 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.

IPRA Awards Naming Protocol

The Awards Committee and board 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 their 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 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 to the board. The board may choose to forward the request to the Awards Committee for a recommendation. The board 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. Staff will notify the family/heirs of the renamed award and justification for such board action.

Process for Considering New IPRA Awards

1. The board will consider and evaluate the development of any new award by reviewing proposals brought forward. The board 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.

3. For any newly named award proposed to the board, 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 shall develop a set of criteria, eligibility and award name. The board 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 the authority of the board. 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 and Duties

A. The members of this committee shall include the chair, vice chair, and secretary/treasurer.
B. The Executive Committee is vested with the authority to act for the board.
C. The Executive Committee shall meet whenever necessary to conduct business between official meetings
D. The chair shall report all action of the Executive Committee within 48 business hours to the board.

Personnel Committee

I. Membership and Duties

A. Committee shall consist of chair, vice chair, secretary/ treasurer, and one director. Chair shall serve as lead.
B. The committee shall solicit input for the purpose of discussing the performance evaluation of staff will be July 1 - April 30 with input from board
C. Evaluation discussion with staff will be done by the four (4) member committee.
D. Review staff job description and evaluation form annually. Recommend changes to the board.
E. Evaluate the job performance of staff prior to the budget process. This is to be a written evaluation that is discussed orally with staff.
F. Review and recommend to the board the salary and benefits for all employees at the meeting where the annual budget is established.
G. Review job description and annual performance evaluations written by staff for all employees under their supervision and make appropriate recommendations.
H. Determine staff fiscal year goals and objectives.
I. Handle all other related personnel matters as assigned by the board.

Chair Appointed Specialize Committees

Professional Certification and Continuing Education (PCCE) Committee

I. Membership and Duties

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. Vacancies on the committee shall be filled for the unexpired term by appointment by the board chair.
D. The PCCE members shall be appointed for three-year overlapping terms. Each member shall serve until a successor is appointed when possible.
E. Terms expire at the conclusion of the Fall Workshop.
F. 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.
G. 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
H. Shall maintain the integrity of the NRPA's CEU Policy and Procedures located on the NRPA website.
I. Monitor trends and update PCCE bylaws to coincide with NRPA policies and guidelines.
J. Develop such procedures, forms, and materials as may be necessary for reviewing all CEU requests.
K. As a committee: review, discuss and approve/disapprove all submitted CEU's for IPRA events/workshops/conferences.

II. 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 staff on a standardized form.
   iii. Applications should be received, via email in PDF form, by staff no later than two (2) calendar 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 the requesting individual. 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 requesting individual may present additional information and request clarification for a second review.
C. Formal Appeal - If after a second PCCE review, the CEU submitting requesting individual does not agree with the PCCE recommendation, a written appeal can be submitted to staff for reconsideration to the Appeals Board.

i. The board 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.

Aquatics Committee

I. Membership and Duties

A. Committee members should have aquatics knowledge.
B. Develop and conduct surveys as it pertains to aquatics issues. Make the results available to the members. All surveys must be approved by staff prior to distribution.
C. Develop resources materials/lists regarding aquatics whereby members can easily be referenced to for further information.
D. Promote pool operator courses and CEU Workshops which are approved by the Iowa Department of Inspections, Appeals & Licensing.
E. Organize periodic round table discussions on a variety of topics as it pertains to aquatics.

Leadership Institute Committee

I. Membership and Duties

A. Committee members should have a desire to provide a unique learning and networking leadership experience.
B. A chair and vice chair will be selected to ensure succession continuity.
C. Chair and vice chair must have attended Leadership Institute as a past participant.
D. Prepare the membership for all levels of leadership and experience.
E. Cultivate a greater understanding of the Association and/or profession.
F. Ensure successful leadership succession at all levels.
G. Encourage presenters from outside and inside the Association and/or profession.
H. Provide a positive networking experience thereby creating the opportunity for mentoring and professional bonds.

APPENDIX

BOARD INSTALLATION CEREMONY

Installing officer (outgoing chair) calls newly elected directors to the rostrum. They stand, backs to the audience, facing installing officer. Elected directors will be slightly different from year to year.

INSTALLING OFFICER:

Directors-at-Large of the Iowa Parks and Recreation Association, you have completed the application process, been vetted, and selected by the current Board of Directors to serve as leaders for the ensuing year. The members will look to you to carry on the affairs of this organization with honesty, integrity, and in accordance with the Association's Code of Ethics.

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, objectives, and Code of Ethics 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

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