



MANUAL OF PROCEDURES

{as approved by the Board of Directors on December 7, 2007 // amended March 6, 2008 // amended February 26,2010}

TABLE OF CONTENTS

| | |
|---|----------|
| Constitution | 2 |
| Bylaws | 3-29 |
| Code of Ethics | 8-9 |
| <u>Officers</u> | |
| Board of Directors | 3-6 // 9 |
| Office of President | 10 |
| Office of Vice President | 10 |
| Office of Past President | 11 |
| Office of Treasurer | 11 |
| Directors-at-Large | 11 |
| <u>Standing Committees</u> | |
| Standing Committee Procedures | 12 |
| Aquatics | 12 |
| Awards | 13-16 |
| Executive | 16 |
| Fall Workshop | 16-17 |
| Information Technology | 17 |
| Legislative | 17-18 |
| Long Range Planning | 18 |
| Manual of Procedures | 19 |
| Marketing | 19 |
| Membership | 20 |
| Nominating | 20 |
| NRPA Great Lakes Regional Council Representatives | 5 // 21 |
| Personnel | 21 |
| PCCEB Board | 22-26 |
| Publications | 26 |
| Scholarship | 27-28 |
| Sports | 28 |
| Spring Conference Planning | 29 |
| Special Training & Seminars | 29 |
| <u>Appendix</u> | |
| Officer Installation Ceremony | 30 |

**CONSTITUTION OF THE
IOWA PARK AND RECREATION ASSOCIATION**

Article I. Name

The name of the organization is IOWA PARK 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 letterhead and all 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 Park 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 voting members of Iowa Park 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 mailed to each voting member at least thirty (30) days prior to the date ballots are tabulated.

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

Article I. Registered Office

The registered office shall be the office of the executive director in Grinnell, Poweshiek County, Iowa. 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 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.

Section 2. Types of Memberships

The Association shall have six (6) categories, which shall be designated as "Individual Professional", "Community Agency", "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" and "Community Agency" have full voting rights and can vote on Association matters and in elections. Individuals joining under the Community Agency category have individual voting rights. The "Advocate", "Commercial", "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, treasurer, and six (6) directors-at-large, all of whom shall be members as hereinafter specified in the By-Laws. Elected directors may also serve as chairpersons of committees.

Section 3. Regular Meetings

At least four (4) regular meetings of the Board of Directors shall be held each year.

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 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 questions may be by voice, by a showing of hands, by written ballot, or other means as deemed appropriate if the presiding officer or any member so requests.

Section 7. Absences

If any member of the Board of Directors shall be absent from a meeting he/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 Director's 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 executive director. Any such resignation shall take effect at the time specified in the resignation.

Section 10. Removal from Office

Any officer, director-at-large, or executive director can be removed from office (board member) or employment (executive director) 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 executive director 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 treasurer. Any decision or commitment rendered by the Executive Committee shall be shared by electronic means, by fax, or by telephone to the Board of Directors within 48 hours.

Article V. Officers, Duties and Terms

Section 1. Officers

Officers of the Association shall be president, vice-president, treasurer, and six (6) directors-at-large.

Section 2. Terms

The president, vice-president and 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.

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 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 Spring Conference, 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), treasurer (even numbered years), directors-at-large, and GLRCR. Nominees for GLRCR must be members of NRPA and must be a Certified Park and Recreation Professional (CPRP). No person shall be nominated by the committee without his/her consent.

Section 3. Ballot Requirements

The chairperson of the Nominating Committee, at least thirty (30) days before the Spring Conference, shall mail, utilizing the U.S. Postal Service and/or e-mail to each member qualified to vote (Article II, Section 3) a ballot carrying the names of the candidates listed in alphabetical order and a brief biographical sketch of the candidates. An envelope marked with the word "ballot" shall be included with the postal service mailed ballots so members can return the completed ballot.

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 returned to the Nomination Committee chair; such date shall be at least fifteen (15) days prior to the Spring Conference.

Members may vote by returning a completed ballot, e-mailing a ballot, faxing a ballot, or by voting online via the Internet.

Section 4. Determining Election Results

It shall be the duty of the Nominating Committee, with at least two-thirds (2/3) of the committee members present, to tabulate the votes at least eight (8) days prior to the Spring Conference. 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 Spring Conference. 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 be destroyed.

Article VII. Regional Council Representatives (effective November 1, 2010 becomes standing committee)

Section 1. Composition

Regional council representatives shall consist of the Association president (or designee), plus one (1) professional and one (1) citizen representative. The number of representatives from Iowa could increase or decrease in accordance with the National Recreation and Park Association Constitution, if the number of NRPA members (other than students) in Iowa increases or decreases. The IPRA president shall appoint as his/her designee, the executive director of the Iowa Park and Recreation Association.

Section 2. Qualifications and Terms

All Great Lakes Regional Council Representatives (GLRCR) must be members of the National Recreation and Park Association and be Certified Park and Recreation Professionals. GLRCR will serve a term of three (3) years (except for the president). To the extent possible, the terms of the various representatives shall be staggered so that one-third (1/3) of the representatives are elected each year. The term of membership shall begin at the conclusion of the NRPA National Congress that follows the election and terminate at the conclusion of the NRPA National Congress three years later.

Section 3. Elections

GLRCR, other than the president, shall be elected, and vacancies filled, in accordance with the NRPA constitution. Each GLRCR (other than the president) shall be elected by a majority vote of those Association members who are also members in good standing with NRPA (not including students).

Any vacancy shall be filled as determined by the Board of Directors. This may be accomplished by the voting process or by direct appointment. If the appointment process is utilized in filling a vacancy, the president shall recommend to the Board of Directors an individual for appointment. The board will then vote on the appointment.

Section 4. Duties

The senior representative shall serve as chair of the NRPA Great Lakes Regional Council Committee.

Article VIII. Annual Meeting

Section 1. Date

An annual meeting of the Association may be called by the president or Board of Directors at a convenient date.

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 membership.

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.

Section 2. Administration

The executive director 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 executive director with approval of the treasurer shall sign all checks or other orders for payment of money in the name of the Association. For purchases over \$1,000.00, the executive director and the treasurer must sign the check.

Section 4. Contracts

The Board of Directors may authorize the executive director 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.

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 mission **“To support the advancement of park, recreation, and environmental conservation opportunities through education, resource tools, and advocacy.”** Members of the Association are dedicated to the common cause of assuring that people of all ages and abilities have 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 your community.

In addition, a professional Code of Ethics shall be adhered to by the general membership, the Board of Directors, and the executive director.

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 excuse 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 - Executive Director

1. *Executive Director 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 excused 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:* Executive director 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.

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.
- 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.

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 standing committee chairs and 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 executive director.
- F. Serve as member of the NRPA Council of State Affiliate Presidents.
- G. Serve as member of the NRPA Great Lakes Regional Council.
- H. Serve on the Personnel Committee.

II. Operational Procedures

- A. Become familiar with the Articles of Incorporation and Bylaws.
- B. Review agenda with executive director 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. Prepare annual report for distribution to membership at the Fall Workshop.
- E. Appoint, with approval of the Board, individual(s) to fill any vacancy that may occur on the Board.
- F. Establish special committees, if needed; also abolish such committees.
- G. Provide direction for action to be taken by standing and special committees.
- H. Attend NRPA National Congress (both years) and NRPA Mid-Year Legislative Forum (first year).

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. Prepare annual report for the Fall Workshop.
- C. 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 as ex-officio member of all committees.
- D. Serve as an ambassador.
- E. Serve on the Personnel Committee.

II. Operational Procedures

- A. Aid the president in his/her operational procedures.
- B. Chair of Nominations Committee.
- C. Chair of Manual of Procedures Committee.
- D. Chair of the Long Range Planning Committee and Three Year Action Plan.
- E. Assist president in appointing committee chairs.

III. Dates and Deadlines

- A. Have a list of committee chair appointments by the Spring Conference board meeting.
- B. Attend NRPA Mid-Year Legislative Forum (second year of term).

OFFICE OF PAST PRESIDENT

I. Duties

- A. Provide direction to the Association.
- B. Be an advisor to the Board of Directors and current president.
- C. Serve on Long Range Planning Committee.
- D. Serve as chair of the Personnel Committee

OFFICE OF 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.

II. Operational Procedures

- A. Assist executive director with preparing yearly budget.
- B. Perform an internal annual review of accounting practices with the executive director.
- C. Present a treasurer's report at each board meeting.
- D. Endorse or sign checks that exceed \$1,000.00
- E. Will oversee an external operational review every five years beginning in 2010.
- F. Upon resignation or removal of the executive director, 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.

OFFICE OF DIRECTOR-AT-LARGE

I. Duties

- A. Serve on Board of Directors.
- B. Serve as liaison to Board of Directors of assigned committees.
- C. Serve as an ambassador.
- D. Serve on Long Range Planning Committee as assigned.
- E. Relate membership concerns to the Board of Directors.

II. Operational Procedures

- A. Attend all regular and special meetings of the Board of Directors.
- B. Communicate at board meetings the work of committees that have been assigned to the director by the president.
- C. Directors-at-Large shall hold office for three (3) years.
- D. When requested, recommend committee chairs to president for appointment.

III. Dates and Deadlines

- A. If applicable, submit an annual report to the president prior to June 30.

STANDING COMMITTEE PROCEDURES

- I. All committee chairs are appointed by the president, unless otherwise designated by the Manual of Procedures.
- II. Committee chairpersons shall have the authority to secure additional committee members and to appoint subcommittees.
- III. The Board of Directors shall receive copies of reports, minutes, and other official business of all committee work.
- IV. Committees may not make binding commitments for the Association unless prior approval has been received, in writing, from the Board of Directors or executive director.
- V. Chairs shall submit written reports for each regular meeting of the Board of Directors. Chairs shall attend board meetings as requested by the president.
- VI. Chairs shall submit an annual report of activities to the president.

AQUATICS COMMITTEE

(Standing)

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. Assist in raising funds for the Association.

III. **Duties and Operational Procedures**

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

II. **Dates and Deadlines**

- A. The committee should meet a minimum of three times per year.
- B. The chair must submit a written report detailing committee accomplishments to his/her director-at-large prior to each board meeting.
- C. Establish event dates and deadlines for all workshops the committee conducts.
- D. Submit an annual report to the president prior to June 30.

AWARDS COMMITTEE

(Standing)

I. Membership

- A. The committee will be composed of the five (5) most recent recipients of the Slattery / Trueblood Professional Award who are willing to serve.
- B. The chair will be the outgoing recipient unless he/she does not want the position, in which case, the chair will be selected by them from within the committee.
- C. Should any of the five most recent recipients of the Slattery/ Trueblood Professional Award not be willing to serve, the president will appoint a replacement from a past recipient of the Richard J. Slattery Professional Award or Slattery / Trueblood Professional Award to fulfill the term balance.

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.

III. 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 sent to members ninety (90) days prior to the Spring Conference and submitted to the committee on appropriate forms, together with supporting data, prior to forty-five (45) days of the Spring 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. Nominees for the Slattery/Trueblood Professional Award and the Dr. Carole J. Hansen Outstanding New Professional Award must be a member in good standing with the Association. It is suggested also that they should be actively involved in Association activities.
- G. There will be only one (1) Slattery / Trueblood Professional Award and one (1) Dr. Carole J. Hansen Outstanding New Professional Award recipient per year.

IV. 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.

V. 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 Outstanding 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 Award* – This recognizes an outstanding maintenance person within a park and/or recreation department.
- D. *Claude Ahrens Community Service Award* – Who have made outstanding contributions to the park, recreation and conservation movement.
- E. *Lay Organization* – Which has made outstanding contributions to the park, recreation, and conservation movement.
- F. *Corporate 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 of Excellence* – This recognizes a service group which has made significant contributions to the park, recreation, and conservation movement.

Iowa Park 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 seven 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 Outstanding New Professional Award
- T. Ray Frame Award
- Claude Ahrens Community Service Award
- Lay Organization Award
- Corporate Support Award
- Service Club Award of Excellence

Iowa Park 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 Outstanding New Professional Award**

The Dr. Carole J. Hanson Outstanding 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 Award**

The Frame 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, and 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 a lay person 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.

- **Lay Organization Award**

This award recognizes a group of lay people outside of our profession who have supported and contributed to the strengthening of programs and resources of leisure services by an 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.

- **Corporate Support Award**

The 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 of Excellence**

This 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.

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 Spring 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.

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

(Standing)

I. Membership

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

(Standing)

I. Membership

- A. Local workshop host chairs committee if possible with committee members from local area agencies.
- B. Executive director.

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 Manual.

IV. Dates and Deadlines

- A. A recommended master-planning timetable is listed below:
- | | |
|--|------------------|
| Initial workshop planning committee meeting | 8 months prior |
| Review prior workshop evaluations | 8 months prior |
| Hotel Contracts finalized | 7 months prior |
| Determine workshop format | 7 months prior |
| Prepare budget | 4 months prior |
| Fees approved by IPRA Board | July 1 |
| Prepare registration and housing information | 4 months prior |
| Sections submit education topics | 4 months prior |
| Contracts sent to speakers and presenters | 4 months prior |
| Finalize and print workshop schedule | 3.5 months prior |
| Audiovisual schedule and signs made | 2 months prior |
| Mail registration/housing/program | 2 months prior |
| Finalize meal menus | 1 month prior |
| Assign meeting room hosts | 1 month prior |
| Advance registration deadline | 2 weeks prior |
| Final meeting with hotel | 1 week prior |

INFORMATION TECHNOLOGY

(Standing)

I. Purpose

- A. To review current association technology needs.
- B. Recommend changes to board of directors for hardware and/software technology.
- C. Review and implement member services which will enable electronic communication to reduce the use of paper publications.
- D. Assist the board of directors and other committees with surveying members.
- E. Review and provide recommended changes to association official Web site.

II. Duties and Operational Procedures

- A. Submit a budget request for the committee at the time designated by the President.
- B. To prepare objectives for the year.
- C. To complete assigned objectives contained within the Three Year Action Plan.
- D. Submit an annual report to the President prior to June 30

LEGISLATIVE COMMITTEE

(Standing)

I. Membership

- A. Qualifications—Chairperson and vice-chairperson shall have a sincere interest in the legislative process and be prepared to devote the necessary time for legislative activity.
- B. Vice-chairperson is appointed by the vice-president in odd numbered years.
- C. Terms shall consist of one year as vice-chairperson and two years as chairperson.
- D. Term of office for chairperson will coincide with the two 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.
- F. Attend the NRPA Mid-Year Legislative Forum.
- G. Solicit the membership for suggested legislative matters that should be addressed.
- H. Coordinate with the executive director 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.

IV. Dates and Deadlines

- A. Report to the president and Board of Directors at each regular Board of Directors meeting as requested.
- B. Submit an annual report to the president prior to June 30.
- C. Submit a legislative agenda to the Board of Directors for their approval, no later than November 1st.
- D. Write a monthly legislative overview, beginning in January, while the legislature is in session.

LONG-RANGE PLANNING COMMITTEE

(Standing)

I. Membership

- A. Comprised of six (6) elected Director's at Large, the vice-president and immediate past president of the Association. Other members appointed by president or asked by chair.
- B. Chaired by vice-president.

II. Purpose

- A. The Association shall maintain an ongoing three year action plan which is used by the Association's president in setting current year goals of each term. This plan shall address issues that relate to the ongoing financial solvency and progressive service provision of current and potential members.

VI. Duties and Responsibilities

- A. To annually review the Three Year Action Plan and evaluate if past year's goals were achieved.
- B. Determine if changes are needed in the stated plan.
- C. Establish a new set of goals for year three.
- D. Periodically, not less than every other year, survey the general membership to attain input for the purposes of updating the Three Year Action Plan.
- E. Provide a written report to be filed in the annual report.

IV. Dates and Deadlines

- A. The chair shall report the committee's findings and submit an action form which establishes a new plan at the last board meeting of each board year.
- B. Submit an annual report to the president prior to June 30.

MANUAL OF PROCEDURES COMMITTEE

(Standing)

I. Membership

- A. Comprised of the six (6) elected Director-at-Large and the vice-president.
- B. Other members appointed by president or asked by chair.
- C. Chaired by vice-president.

II. Purpose

- A. Review the Association Bylaws and Manual of Procedures and make recommendations to the board.

III. Duties and Responsibilities

- A. Review the Bylaws and Manual of Procedures as determined by the board.
- B. Determine if changes are needed.
- C. Recommend changes to the board for approval.

IV. Dates and Deadlines

- A. Meeting dates scheduled as needed.
- B. Submit an annual report to the president prior to June 30.

MARKETING COMMITTEE

(Standing)

I. Purpose

- A. Make visible the Association through the establishment of contact and relationship building at the national, state, and local levels.
- B. Plan and encourage agencies to become involved with IPRA day at the Iowa State Fair.
- C. Develop and implement involvement of Association at statewide events.
- D. Promote Association and parks and recreation to Iowa citizens.

II. Duties and Operational Procedures

- A. Submit a budget request for the committee at the time designated by the president.
- B. Prepare objectives for the year.
- C. Provide visual displays and brochures for the conference, workshop, League of Cities conference, IPRA Day at the Iowa State Fair and others as deemed appropriate.
- D. Coordinate any sponsored events and publicity campaigns within the state.
- E. Work with key media contacts in Iowa assigned by the NRPA.
- F. Assist agencies with resource information as requested.
- G. Submit information for publications as necessary.
- H. Submit a written report of the committee for each IPRA Board meeting.
- I. Submit an annual report to the president prior to June 30.

MEMBERSHIP COMMITTEE

(Standing)

I. Membership

- A. The executive director will coordinate committee membership with the committee chairperson as requested by the President.

II. Purpose

- A. Increase Association membership.
- 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.

III. Duties and Operational Procedures

- A. Contact persons in the field who are not members of IPRA and explain the advantages of membership.
- B. Assist in contacting delinquent members and invite them to renew their membership.
- C. Even numbered years, review the membership costs and make recommendations for changes or additions as needed.

IV. Dates and Deadlines

- A. Written reports on membership are to be submitted for each official meeting of the IPRA Board of Directors.
- B. Submit an annual report to the president prior to June 30.

NOMINATING COMMITTEE

(Standing)

I. Membership

- A. Chair will be the vice-president.
- B. Members of Nominating Committee should not include candidates for any office.

II. Purpose

- A. Determine vacancies on the board.
- B. Develop criteria and eligibility of potential candidates for vacancies.

III. Operational Procedures, Dates and Deadlines

- A. The Nominating Committee must follow the nomination and election procedures as outlined in the Bylaws.
- B. Submit an annual report to the president prior to June 30.

NRPA GREAT LAKES REGIONAL COUNCIL REPRESENTATIVES COMMITTEE

(Standing – effective November 1, 2010)

I. Membership

- A. Must be a current member of NPRA.
- B. Current Certified Park and Recreation Professional (CPRP).
- C. Will serve a three (3) year term.
- D. Senior GLRCR will serve as chair.
- E. Other members include president and executive director.

II. Duties

- A. Attend NRPA Great Lakes Regional Council Meetings.
- B. The senior NRPA Great Lakes Regional Council Representative (GLRCR) member will be chair. The senior member is determined by the longest standing member able to serve a full term, excluding the executive director.
- C. Present to the GLRC any resolutions or requests of the Board of Directors for action by the GLRC.
- D. Report to the Board of Directors any plans or directives of the GLRC, as well as other items of interest of a regional or national scope.
- E. Serve on such committees of the GLRC as may be requested when possible.
- F. Assist the president in keeping the GLRC chair informed regarding such matters as names and address of all Association board members, dates and locations of conferences, workshops, seminars, etc., and any other matters which may be deemed of importance or interest.

III. Operational Procedures

- A. Perform such travel, telephone conversations or correspondence necessary to carry out the above duties.
- B. Keep informed with respect to the activities of the GLRC and the National Recreation and Park Association by reading all reports and other communication as provided.
- C. Confer with other GLRCR from Iowa, as well as the president, as necessary to the performance of the office between regular meetings.

IV. Dates and Deadlines

- A. GLRC meets during the NRPA National Congress and the NRPA Legislative Forum (mid-year meeting).
- B. The regional council representative will submit an annual report to the president prior to June 30.

PERSONNEL COMMITTEE

(Standing)

I. Membership

- A. Four (4)-member committee - Immediate past president (chair), president, vice-president, and treasurer.
- B. The committee shall solicit input for the purpose of discussing the performance evaluation of the executive director and staff, from the previous year's chair for all standing committees. Also included will be Directors-at-Large.
- C. Evaluation discussion with the executive director will be done by the four (4) member committee.

II. Duties

- A. Review the executive director's job description and evaluation form annually. Recommend changes to the Board of Directors.
- B. Evaluate the job performance of the executive director prior to the budget process. This is to be a written evaluation that is discussed orally with the executive director.
- 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 executive director 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 executive director fiscal year goals and objectives.
- G. Approve administrative assistant goals and objections as determined by the executive director.

PROFESSIONAL CERTIFICATION AND CONTINUING EDUCATION BOARD (PCCEB)

(Standing)

I. Function

- A. Shall serve as the administrative and approving body for the Association continuing professional development for recreation, park resources, and leisure service personnel.
- B. Shall establish the standards for the endorsement of continuing education programs in which recreation, park resources, and leisure service personnel participate.
- C. Shall establish the criteria and procedures for the administration of the continuing education unit (CEU) as outlined in the "Continuing Education Unit Policy and Procedures."
- D. Shall maintain a record of approved CEU grant to current Iowa CPRP's.
- E. Shall work the National Recreation and Park Association (NRPA) in administering the Certified Park and Recreation Professional and/or any other national certification deemed appropriate.
- F. The national examination for Certified Park and Recreation Professionals is administered by the NRPA National Certification Board (NCB)
- G. NRPA shall administer all renewals and requests for CPRP application/examination.

II. The Professional Certification and Continuing Education Board

- 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 board, an individual must hold current certification as a Certified Park and Recreation Professional (CPRP) or National Council on Therapeutic Recreation Certification (CTRS)
- C. Vacancies on the board shall be filled for the unexpired term by appointment.
- D. Terms expire in conjunction with the Fall Workshop.
- E. The PCCEB members shall be appointed for three year overlapping terms. Each member shall serve until a successor is appointed. No member shall serve more than two consecutive terms. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.

III. Duties and Responsibilities

- A. Monitor the Professional Certification and Continuing Professional Development as adopted by NRPA.
- B. Review and recommend either approval or disapproval applications requesting Association endorsement
- C. Develop such procedures, forms, and materials as may be necessary for reviewing all requests for CEU credit.
- D. Review all permanent records which are maintained at the Association state office.
- E. Publish annually the names of those achieving CPRP status.
- F. Meet at least once annually and at such other times and places as needed.

IV. Dates and Deadlines

- A. Submit an annual report to the president prior to June 30.
- B. Submit an annual roster of all certified individuals for the publication in the IPRA Membership Directory and Buyer's Guide at a time designated by the executive director.
- C. Submit certification application procedures for publication in various publications.

V. CEU Program Administration

A. Procedure

1. The Association shall establish the PCCEB to supervise the operation of its continuing professional development program.
2. The individual/organization requesting Association endorsement of a training program shall file an application with the PCCEB on forms developed by the PCCEB and provided by the Association for that purpose.
3. Applications should be received by the PCCEB no later than two weeks before the training program is to be held.
4. A letter verifying the PCCEB decision will be forwarded to each individual/organization seeking IPRA endorsement. Approval and/or disapproval is based on a majority decision by PCCEB members from the Association.
5. Approved applications will be forwarded to the appropriate college/university/other sponsor organizations being asked to award the CEU's.
6. Action of the PCCEB is final except where there is an appeal as provided in Section D.
7. Training programs, sponsored by Association members and/or non-members, which satisfy the criteria and procedures for certification may be endorsed by the Association.

B. Approval of CEU's Applied to Certification Program

1. The PCCEB will approve/disapprove each application seeking Association endorsement of CEU's as outlined in the document "The Continuing Education Unit" (modeled from the Continuing Education Unit Criteria and Guidelines prepared by the National University Extension Association).
2. Certified personnel who have obtained CEU's that were not previously submitted for Association endorsement may request acceptance of such for re-certification by submitting to the PCCEB the same form as asked for in Section II A, 2.

C. Disapproval of IPRA Endorsement for CEU's

1. The PCCEB may disapprove a request for Association endorsement of a training program for one or more of the following enumerated reasons. When this is done, the Board must give the sponsoring applicant an opportunity to reapply and be reviewed by the PCCEB.
 - a. The host presented false, incorrect, or incomplete information on the application.
 - b. The host failed to follow the administration and program criteria for awarding the CEU.
 - c. The host is found to have engaged in unethical practices as determined by the Association and/or NRPA Ethics committee based upon the established professional codes of ethics.
2. A written request to an action of the PCCEB relative to factors within II, C, 1, may be made by an individual. Such appeal shall be directed to the president of IPRA who shall appoint an Appeals Board. The Appeals Board shall be composed of personnel certified by the Association. The chairperson of the PCCEB shall serve as a non-voting member of the Appeals Board. The official actions of the Appeals Board shall be recorded.
3. No host shall be disapproved due to race, creed or disability. Any organization/sponsor which limits attendance at the training program due to race, creed, or handicap will not receive approval for IPRA endorsement.

D. Appeals from PCCEB Review

1. If the initial application is disapproved, the sponsor may present needed additional information and request a second PCCEB review. If after a second PCCEB review, the sponsor does not agree with the PCCEB recommendations, an appeal may be filed within ninety 90 days of receipt of the notice. Action on the appeal will be taken by the Appeals Board as listed in II, C, 2 at its next regular meeting. A quorum shall be a majority of the membership of the Appeals Board. A majority vote of the board shall be final in all cases.

THE CONTINUING EDUCATION UNIT: POLICY AND PROCEDURES

PURPOSES

The Continuing Education Unit (CEU) has been designed as a uniform unity of measurement to facilitate the accumulation and exchange of standardized information about individual participation in noncredit continuous education. The CEU is applicable whether information is transmitted from one person to another, from one institution to another, from individual to organization, or from employer to employee. The CEU may be used for the quantitative measurement, recording, reporting, accumulation, transfer, and recognition of participation by adults in noncredit continuing education activities.

The CEU is intended to serve all interests in noncredit continuing education, whether public or private, and whether individual, institutional, organizational, governmental or societal. It can be used to measure noncredit continuing education without regard to age of participants, subject matter, program format, or instructional methodology. The CEU permits the individual who desires additional educational experience to look to many sources of continuing education.

More specifically, individuals may use personnel records reported in CEU's to meet requirements for:

1. Maintenance or improvement of professional competence.
2. Documentation of continuing qualifications for licensing, certification, or registration.
3. Evidence of personal and vocational growth and adjustment to meet changing career demands.
4. Demonstration of a conscious and persistent effort toward personal development.

DEFINITION OF CONTINUING EDUCATION UNIT

One (1.0) Continuing Education Unit (CEU) is defined as: Ten (10) CONTACT HOURS OF PARTICIPATION*
In an organization continuing education experience under responsible sponsorship, capable direction, and qualified instruction (Council on the Continuing Education Unit)

These educational experiences may also include non-traditional education programs such as independent study and other activities of this type. Proposed educational activities will be submitted to the PCCEB for review and approval. This committee will determine the appropriate number of CEU's to be awarded.

*One contact hour equals sixty (60) minutes of instructional contact. Luncheons without programs, and breaks are not included. (For reference: 60 minutes of instructional time is equal to 0.10 CEU, 90 minutes of instructional time is equal to 0.15 CEU).

QUALIFIED INSTRUCTORS

All instructors of programs approved for CEU's must be competent in the field in which they teach, attested to by study culmination in appropriate degrees; or have extensive occupational experience or professional practice of high quality and in the appropriate field in which they teach.

APPROVAL OF PROGRAMS

The approval of programs, number of CEU's and the appropriate evaluation procedures will be determined prior to offering the program. Steps and procedures for program approval are outlined in the Guidelines and Checklist for Program Chairpersons.

CRITERIA FOR PROGRAM APPROVAL

The following criteria shall be met in program approval for awarding Continuing Education Units by Iowa Park and Recreation Association.

1. There is a statement of purpose and objectives.
2. The consent is well organized and presented in a sequential manner.

3. There is evidence of pre-planning which should include the opportunity for input by the target group to be served.
4. The instructional personnel utilized will be well-qualified by education or experience.
5. There is provision for individual participant registration which will include information required for record keeping and reporting.
6. There is provision for evaluation of each individual participant appropriate to the material presented.

EVALUATION OF PROGRAM PARTICIPANTS

In order for a continuing education program to qualify for the awarding of Continuing Education Units (CEU's), the program leader is required to specify the method(s) to be employed for the evaluation of the participants. This evaluation must involve the measure of the participant's achievement of the learning objectives of the program. "Grading," except to identify a level of satisfactory achievement, is not desired. CEU's will be awarded to those participants who reach or surpass this level of satisfactory achievement. Partial CEU's will not be awarded for the partial completion of a program (i.e., a person completing only half of a 4 CEU program will NOT BE awarded 2 CEU's). In case of extreme emergency, this policy will be reviewed with appropriate action taken.

Means of evaluating the achievement of participants will vary depending upon the learning objectives of the program and may include any of the following:

- Written or oral examinations
- Paper presentation (including organized notes, written program summary, self evaluation procedures, etc.)
- Performance observation
- Evaluation of a production (i.e., art form, weld, etc.)

Other innovative means of evaluating the learning of participants may be used where the evaluative procedures listed above are not appropriate for the learning experience planned.

CEU's will NOT be awarded to an individual participant in a CEU approved program:

1. who fails to demonstrate satisfactory achievement
2. who fails to complete the entire program
3. who refuses to be evaluated

LIMITATION TO AWARDING CEU'S

1. CEU's will not be awarded in conjunction with course's academic credit. (Courses carrying academic credit are applicable to re-certification, as determined by the PCCEB.)
2. Programs requiring attendance only with no evaluation of participants will not qualify for the awarding of CEU's.
3. CEU's will not be awarded to participants in events or activities which are related to ongoing job responsibility, i.e., in-service training related to basic job responsibilities, fundamental organizational structure, and elementary on-the-job methods and procedures at the job entry level.
4. Activities such as meetings, mass media programs, self-directed study, entertainment, recreation, travel or similar activities will not be awarded CEU's unless such activities (or portions thereof) are a structured part of a larger educational program.
5. The minimum unit of CEU's that will be awarded is 0.10 CEU (contact hours 60 90 minutes) and increments of 0.10.

*CEU's may be awarded to participants in events or activities which improve and/or broaden the person's knowledge and professional role (professional improvement which may deal with such topics as time management, human relations, administration, supervision, and leadership).

CEU'S AND ACADEMIC CREDIT

CEU's awarded by IPRA can NOT subsequently transfer into academic credit at colleges and universities.

RECORDING FEE

Recording fee may be charged by the National Recreation and Park Association. The Association will maintain a record of current CPRP in Iowa along with his/her CEU achievement. To provide hard and/or electronic copy of requested records, the requester may be charged a fee.

POLICIES

Policies are written and reviewed to meet the needs of the continuing education program. All policies are a matter of public record and may be obtained on request. Any grievances which develop may be referred to the PCCEB. If satisfaction is not obtained, the question may be referred to the Executive Committee of the Association.

SYNOPSIS OF APPROVAL SEQUENCE: CONTINUING EDUCATION UNIT

1. Program idea originates either from internal or external source.
2. Program originator seeks Association section program support: Originator and/or sponsor gains program approval from Executive Committee of the section.
3. Association originator and/or host completes CEU Application Form. Submit application at least eight (8) weeks prior to beginning of program.
4. Completed CEU Application signed by appropriate chairperson(s) if more than one participating section.
5. Completed CEU application form submitted to chairperson, PCCEB.
6. PCCEB reviews application form and, if approved, notifies the section chairperson and instructor of approval.
7. Continuing Education Unit program is presented and participants are registered.
8. Program and individual CEU's recorded.
9. Individual CEU certificate mailed to participants.

Full details pertaining to the abbreviated sequence are included in the section, Guidelines for the PCCEB, located in the Appendix of the Manual of Procedures. Guidelines for program leaders are also available which will enable them to develop CEU programs that will meet the requirements for approval.

PUBLICATIONS COMMITTEE

(Standing)

I. Membership

- A. Committee members should be familiar with association publications.

II. Purpose

- A. Assist the Association state office in preparation of publications.

III. Duties and Operational Procedures

- A. Assist the Association state office in soliciting members to write articles for publications.
- B. Provide guidance to the Association state office on content of publications.

IV. Dates and Deadlines

- A. Meet on an as needed basis during the year.
- B. Submit a written report on the work of the committee for each regular meeting of the Board of Directors.
- C. Submit an annual report to the IPRA president prior to June 30.

SCHOLARSHIP COMMITTEE

(Standing)

I. Membership

- A. Suggested qualifications – member of the Association but not a staff member of any college with a curriculum making students eligible for scholarship.

II. Purpose

- 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.

III. Duties and Operational Procedures

- A. Present proposal for scholarships and amount to the Board of Directors during the annual budget process for their approval.
- B. Develop an annual membership fund drive for scholarship. All donors shall be recognized through an Association publication and other appropriate ways.
- C. Develop an application form.
- D. Promote so students in all colleges of Iowa will be aware of scholarship opportunities.
- E. Campus visits are also encouraged to publicize the scholarships.
- F. Review applications and determine recipient(s).
- G. Invite and strongly encourage all recipients to attend the banquet at no charge.
- H. Responsible for awarding the scholarships at the Spring Conference Awards Banquet.
- I. Chair and executive director shall prepare an annual financial report prior to June 30.

IV. Dates and Deadlines

- A. Application forms sent out ninety (90) days prior to Spring Conference and returned to chair a minimum of thirty 30 days prior to annual meeting.
- B. Committee selections fourteen 14 days prior to the Spring Conference.
- C. Recipient(s) notified immediately.
- D. Annual financial report completed by June 30.
- E. Submit an annual report to the president prior to June 30.

VII. 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. 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 insure that it is to be used only for the purpose of supporting current and/or future scholarships as determined appropriate by the Board of Directors.

VIII. New Scholarships

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

IPRA SCHOLARSHIPS AVAILABLE (as of February 2010)

Kathryn Krieg Membership Scholarship -

\$1,000

Available to students not employed as full-time Parks and Recreation Practitioners. The Scholarship Committee of IPRA annually conducts fund drives and solicits donations from sponsors. Special activities are held to raise money for the scholarship fund. A portion of the interest earned from the Scholarship Fund is included in the IPRA Membership Scholarship.

Musco/Outdoor Recreation Products Scholarship -

\$750

Open to both the full-time student and/or practitioner for pursuance of undergraduate or graduate study in the field of Parks and Recreation.

Iowa Amateur Softball Association Scholarship -

\$750

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

** 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 IPRA Spring Conference.

SPORTS COMMITTEE

(Standing)

I. Membership

A. Committee members should have sports knowledge.

II. Purpose

A. Provide events to the membership in order to promote the Association

B. Assist members in delivery of services.

C. Raise funds for the Association.

III. Duties and Operational Procedures

A. Submit a budget request for the committee at the time designated by the president.

B. To prepare objectives for the year.

C. Develop and conduct surveys as it pertains to sport issues. Make the results available to the members.

D. Develop resources materials/lists regarding a variety of programs whereby members can easily be referenced to for further information.

E. Organize, promote, and conduct athletic events for male and female participants.

F. Organize periodic round table discussions on a variety of topics as it pertains to sports.

G. Submit information regarding events and activities for the monthly newsletter.

H. Submit an annual report to the president prior to June 30.

IX. Dates and Deadlines

A. The Chair must submit a written report detailing committee accomplishments to his/her director prior to each board meeting.

B. Establish event dates and deadlines for all athletic events the committee conducts.

SPRING CONFERENCE PLANNING COMMITTEE

(Standing)

I. Membership

- A. Chairperson –typically host committee agency member or one who has been assigned by the host agency.
- B. Local hosts.
- C. Executive director
- D. Professional Certification and Continuing Education Development committee representative.
- E. At-large members.

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 Manual.

IV. Dates and Deadlines

A recommended master planning timetable is listed below:

| | |
|--|-----------------------|
| Initial conference planning committee meeting | 11 Months prior |
| Review prior conference evaluations | 11 Months prior |
| Prepare budget | 10 Months prior |
| Fees approved by IPRA Board | During adopted budget |
| Hotel contracts finalized | 9 Months prior |
| Determine conference format | 7 Months prior |
| Prepare registration and housing information | 5 Months prior |
| Contracts sent to speakers and presenters | 4 Months prior |
| Finalize and print conference schedule & exhibitor information | 3 Months prior |
| Mail exhibitor brochure | 2 Months prior |
| Audiovisual schedule and signs made | 2 Months prior |
| Mail registration/housing/program | 2 Months prior |
| Finalize meal menu | 1 Month prior |
| Assign meeting room hosts | 1 Month prior |
| Advance registration deadline | 2 Weeks prior |
| Final meeting with hotel and convention center | 1 Week prior |

SPECIAL TRAINING AND SEMINARS COMMITTEE

(Standing)

I. Purpose

- A. Provide the membership with professional development and networking opportunities.

II. Duties and Operational Procedures

- A. Submit a budget request for the committee at the time designated by the president.
- B. Prepare objectives for the year.
- C. Develop, organize and coordinate a minimum of two seminars/forums each year to supplement Fall Workshop and Spring Conference offerings. These should be held in separate regions of the state.
- D. Submit information regarding seminars to the Publications Committee for the monthly newsletter.
- E. Submit documentation to the PCCEB chair for potential CEU credit.

III. Dates and Deadlines

- A. The chair must submit a written report detailing committee accomplishments to the assigned Director at Large prior to each board meeting.
- B. Establish dates and deadlines for all seminars/forums the committee conducts.
- C. Submit an annual report to the president prior to June 30.

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 Park 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.

Treasurer, _____, it is your duty to review all financial business conducted by the Association by the Executive director's 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, _____ (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)