



MANUAL OF PROCEDURES

{as approved by the Board of Directors on December 7, 2007}

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**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**

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 five (5) categories, who shall be designated as “Individual Professional”, “Community Agency”, “Commercial”, “Advocate”, and “Student”. There shall also be a class of members, which shall be designated as “Agency Membership”. 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”, and “Student” 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, Senior Great Lakes Regional Council Representative, and the six 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, one of which shall be held in conjunction with the Annual Conference or no less than 30 days prior to conference.

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 and only one (1) day notice is 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 the 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. The IPRA staff shall be responsible for maintaining attendance records.

Section 8. Vacancies

Any vacancies in positions on the Board of Directors, which are presidential appointments by reason of death, resignation, or otherwise may be filled by the President. 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. Any such resignation shall take effect at the time specified in the resignation.

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, Treasurer, and the Senior Great Lakes Regional Council Representative.

Article V. Officers, Duties and Terms

Section 1. Officers

The officers of the Association shall be President, Vice-President, Treasurer, Senior Great Lakes Regional Council Representative, and six 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 two (2) year term with three being elected each year. The Senior Great Lakes Regional Council Representative shall hold office for one (1) year.

Section 3. Qualifications

In order to qualify to be an elected officer of the Board of Directors of the Association, a member must hold current membership status with voting privileges.

Section 4. Elections

Officers 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 and then Treasurer.

Section 6. Duties

Duties of the officers 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. Regional Council Representatives

Section 1. Composition

Regional Council Representatives shall consist of the Iowa Park and Recreation Association (hereby known in this document as IPRA) 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 Regional Council Representatives must be members of the National Recreation and Park Association and be Certified Park and Recreation Professionals, and 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 Congress for the Recreation and Parks that follows the election, and terminate at the conclusion of the National Congress three years later.

Section 3. Elections

Regional Council Representatives, other than the President, shall be elected, and vacancies filled, in accordance with the NRPA constitution. Each Regional Council Representative (other than the President) shall be elected by a majority vote of those IPRA members who are also members of NRPA (not including students).

Any vacancy shall be filled as determined by the IPRA 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 IPRA 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 Regional Council Representative shall serve on the IPRA Board of Directors.

Article VII. Nomination and Election Procedures

Section 1. Obtaining Nominations

At least ninety (90) days before the Annual Meeting, a nominating committee shall notify the membership that suggestions for nominations of officers 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 Regional Council Representatives. Nominees for the Regional Council Representatives must be Members of the 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 Annual Meeting, 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 left 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 Chairperson of the Nomination Committee; such date shall be at least fifteen (15) days prior to the Annual Meeting.

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 Annual Meeting. 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 Annual 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 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 \$500.00, 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 © (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 associate 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

BOARD OF DIRECTORS

I. Duties

- A. Conduct the affairs of the Association in accordance with the Constitution and Bylaws of the IPRA.
- B. Represent the interest of the IPRA membership.
- C. Provide direction to the Association.
- D. Determine policies or changes within the limits of the Constitution and Bylaws and 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 IPRA in accordance with IPRA Constitution and Bylaws.
Call and preside over meetings of the Board of Directors.
- B. Appoint Standing Committee Chairpersons as needed.
- C. Serve as an ambassador.
- D. Submit an officer's budget and assist with the annual budget as requested by the Executive Director.
- E. Serve as member of the NRPA Council of State Affiliate Presidents.
- F. Serve as member of the Great Lakes Regional Council.

II. Operational Procedures

- A. Become familiar with the Articles of Incorporation and Bylaws of IPRA.
- 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 at the following official Board Meeting.
- 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 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 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.

II. Operational Procedures

- A. Aid the President in his/her operational procedures.
- B. Chairperson of Nominations Committee.
- C. Chairperson of Manual of Procedures Committee.
- D. Chairperson of the Long Range Planning Committee.
- E. Assist President in appointing Committee Chairs.

III. Dates and Deadlines

- A. Have a list of appointments for committees by the Spring Conference board meeting.
- B. Attend NRPA Mid-Year Legislative Forum. (2nd 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.

II. Operational Procedures

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.

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. Review all bills and sign off on all expenses.
- E. Endorse checks that exceed \$500.

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.

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 IPRA President.
- C. Directors-At-Large shall hold office for two (2) years.
- D. 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.

REGIONAL COUNCIL REPRESENTATIVES

I. Duties

- A. Attend Great Lakes Regional Council Meetings.
- B. The senior IPRA Great Lakes Regional Council (GLRC) member will be the voting representative to the IPRA Board and attend all its meetings. The senior member is determined by the longest standing member able to serve a full IPRA term and NRPA term, excluding the IPRA Executive Director. Other IPRA GLRC members are invited to attend IPRA Board meetings; however, they do not have voting powers.
- C. Present to the Regional Council any resolutions or requests of the IPRA Board of Directors for action by the Council.
- D. Report to the IPRA Board of Directors any plans or directives of the Regional Council, as well as other items of interest of a regional or national scope.
- E. Serve on such committees of the Regional Council as may be requested when possible.
- F. Assist the IPRA President in keeping the GLRC Chairperson informed regarding such matters as names and address of all IPRA Board members, dates and locations of conferences, workshops, seminars, etc., and any other matters which may be deemed of importance or interest.
- G. The senior GLRC members shall submit a written annual report to appear in the IPRA Annual Report.

II. 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 Regional Council and the National Recreation and Park Association by reading all reports and other communication as provided.
- C. Confer with other Regional Council representative from Iowa, as well as the IPRA President, as necessary to the performance of the office between regular meetings.

III. Dates and Deadlines

- A. The Regional Council meets during the National Congress for Parks and Recreation, and generally two other times each year, once during the winter and once during the summer.
- B. The Regional Council representative will submit an Annual Report to the President prior to June 30.

IV. Qualifications and Term

- A. Must be a current member of NPRA and/or hold certificate in a related field.
- B. Will serve a three (3) year term.

STANDING COMMITTEE PROCEDURES

- I. All committee Chairpersons are appointed by the IPRA 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 IPRA 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 IPRA unless prior approval has been received, in writing, from the IPRA Board of Directors.
- V. Chairpersons shall submit written reports for each regular meeting of the Board of Directors. Chairpersons shall attend board meetings as requested by the IPRA President.
- VI. Chairpersons shall submit an annual report of activities to the President.

AQUATICS COMMITTEE

(Standing)

I. Membership

- A. Suggested number – minimum of four (4) members from different areas of the State.
- B. Committee members must be IPRA members in good standing and have aquatics knowledge.
- C. Director at Large recommends and President appoints the chairperson of the aquatics committee.

II. Purpose

- A. To promote aquatic awareness through conference, workshop and special educational and certification seminars/schools.
- B. Assist in raising funds for IPRA.

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. Organize, promote and conduct 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 IPRA 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 Chairperson must submit a written report detailing Committee accomplishments to his/her Director prior to each Board meeting.
- C. Establish event dates and deadlines for all schools and 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 Richard J. Slattery Professional Award who are willing to serve.
- B. The Chairperson will be the outgoing recipient unless he/she does not want the position, in which case, the chairperson will be selected by them from within the committee.

II. Duties

- A. To execute the Awards program of IPRA by giving recognition for public service and professional accomplishment in the park, recreation, and conservation movement.

III. Nomination Procedures

- A. The Committee is to furnish the membership with the Awards information and nomination forms and urge the membership to consider all those worthy of receiving recognition by submitting their credentials for evaluation by the committee. Any IPRA member in good standing may nominate candidates for each award. The nominees may be endorsed by other members of IPRA with the exception of Awards committee members.
- B. All nomination materials should be sent to members ninety (90) days prior to annual meeting and submitted to the committee on appropriate forms, together with supporting data, prior to forty-five (45) days of annual 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 (i.e., typed-on time-completed information.)
- F. Nominees for the Slattery Award and the Dr. Carole J. Hansen Outstanding New Professional Award must be an active member of IPRA. It is suggested also that they should be actively involved in IPRA activities.
- G. There will be only one (1) Slattery Award 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. Richard J. Slattery Professional Award – This is the highest professional award in the IPRA award program. (An individual may receive this award only once in his/her lifetime.)
- 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 the leisure services professions and enhanced the quality of life within the community, county or state.
- G. Service Club Award of Excellence – This recognizes a service group that have made significant contributions to the park, recreation and conservation movement.

Note: See the appendix for complete descriptions for each category and nomination forms for complete rules and regulations.

CONFERENCE PLANNING COMMITTEE

(Standing)

I. Membership

- A. Chairperson – previous committee’s vice-chairperson.
- B. Vice-Chairperson – appointed by the IPRA Vice-President to two (2) year term, second year as Chairperson.
- C. Local Hosts.
- D. Executive Director
- E. A representative from each networking group.
- F. Continuing Professional Development Board Representative.
- G. 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 IPRA Conference Planning Manual.

IV. Dates and Deadlines

- A. A recommended master planning timetable is listed below:

Contact Exhibitors after conference	11 Months prior
Initial conference planning committee meeting	11 Months prior
Review prior conference evaluations	11 Months prior
Prepare budget	10 Months prior
Set exhibitor fees	
Fees approved by IPRA Board	
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

EXECUTIVE COMMITTEE

(Standing)

I. Membership

- A. Number of members – four (4)
- B. The members of this committee shall include the President, Vice-President, Treasurer, and NRPA Great Lakes Regional Council Representative.

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 Chairperson 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 Chairperson shall report all action of the Executive Committee to the Board of Directors at the following official Board Meeting.

LEGISLATIVE COMMITTEE

(Standing)

I. Membership

- A. Minimum number of members –five (5). Members shall include chairperson, vice-chairperson (in odd numbered years), President, Vice-President, and Executive Director.
- B. 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.
- C. Vice-chairperson is appointed by the Vice-President in odd numbered years.
- D. Terms shall consist of one year as vice-chairperson and two years as chairperson.
- E. 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 Senate and other appropriate meetings dealing with legislative matters.
- D. Write a legislative overview regularly while the state legislative 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 matter 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 IPRA and representation attend and 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. Suggested number—eight. 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.
Chaired by Vice-President.

II. Purpose

- A. The IPRA shall maintain an ongoing five year 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 of IPRA.

III. Duties and Responsibilities

- A. To annually review the five-year 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 five.
- D. To periodically, not less than every five years, survey the general membership to attain input for the purposes of updating the five year plan.
- E. To provide a written report to be filed in the annual report of IPRA.

IV. Dates and Deadlines

- A. Recommended meeting dates are Fall Workshop, November, and February.
- B. 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.
- C. Submit an annual report to the President prior to June 30.

MANUAL OF PROCEDURES COMMITTEE

(Standing)

I. Membership

- A. Comprised of a minimum of seven members which includes the six (6) elected Director's at Large and the Vice-President. Other members appointed by President or asked by Chair.
- B. Chaired by Vice-President.

II. Purpose

- A. To review the IPRA Bylaws and Manual of Procedures and make recommendations to the Board.

III. Duties and Responsibilities

- A. To 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.
- D. To provide a written report to be filed in the annual report of IPRA.

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. Membership

- A. Director-at-large recommends and President appoints Chairperson.
- B. Additional committee members to be appointed by Chairperson as needed, including chairperson, past chairperson of the committee and Director-at-Large overseeing the committee.

II. Purpose

- A. To make visible the IPRA through the establishment of contact and relation at the National, State, and local levels.
- B. To serve as a liaison with any NRPA Public Visibility Campaign and coordinate and disseminate information to the IPRA membership.
- C. To plan and encourage agencies involvement in IPRA day at the State Fair.
- D. To develop and implement involvement of IPRA at statewide events (i.e. League of Cities conference).
- E. To promote IPRA and parks and recreation to Iowa citizens.

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. To provide visual displays and brochures for the IPRA conference, IPRA workshop, League of Municipalities Conference, IPRA Day at the State Fair and others as deemed appropriate.
- D. Coordinate any IPRA 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 the IPRA 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.
- J. To inform the membership committee of any potential new members.

MEMBERSHIP COMMITTEE

(Standing)

I. Membership

- A. The Executive Director will coordinate committee membership with the committee chairperson as requested by the IPRA President.
- B. At least one (1) other member of IPRA will serve as the chairperson of the committee and report to the IPRA Board of Directors. The Chair will be appointed by the IPRA President and will recruit committee members from each network group.

II. Purpose

- A. To increase the membership of the IPRA and assist in the improvement of services to the general membership. To promote membership in the IPRA to students, professionals in the park and recreation profession, lay people active in the services associated with park and recreation and other indicated individuals.

MEMBERSHIP COMMITTEE (continued)

(Standing)

III. Duties and Operational Procedures

- A. To 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. (See Long Range Plan.)
- D. Coordinate IPRA ambassadors program.

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. Suggested number—Chairperson plus four (4) IPRA members. Chairperson will be the Vice-President.
- B. Members of Nominating Committee should not include candidates for any office.

II. Purpose

- A. To determine vacancies on the Board, develop criteria to determine who will be candidates for vacancies and what members are eligible to be placed on the ballot.

III. Operational Procedures, Dates and Deadlines

- A. The Nominating Committee must follow the nomination and election procedures as outlined in the Bylaws of IPRA (Article VII).
- B. Submit an annual report to the President prior to June 30.

PERSONNEL COMMITTEE

(Standing)

I. Membership

- A. Four (4) member committee:
 - 1. President (chairperson)
 - 2. Vice-President
 - 3. Treasurer
 - 4. The outgoing GLRC Representative

- 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 chairpersons for the following committees:
 - 1. Spring Conference Planning Committee
 - 2. Fall Workshop Planning Committee
 - 3. Legislative Committee
 - 4. Aquatics Committee
 - 5. Awards Committee
 - 6. Long Range Planning Committee
 - 7. Marketing Committee
 - 8. Membership Committee
 - 9. PCCEB
 - 10. Publications Committee
 - 11. Scholarship Committee
 - 12. Special Training & Seminars Committee

Also included will be the At-Large Board of Directors.

- C. Discussing the evaluation 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 and recommended 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 of this association 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**
(Standing)

I. Function

- A. The Board shall serve as the administrative and examining body for the IPRA Certification Plan and the Continuing Professional Development for Recreation, Park Resources, and Leisure Service Personnel.
- B. The Board shall establish the standards for the endorsement of continuing education programs in which Recreation, Park Resources, and Leisure Service Personnel participate.
- C. The Board 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.”

II. The Professional Certification and Continuing Education Board

- A. The Board 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 certification as a Certified Park & 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 IPRA Workshop.

III. Duties and Responsibilities

- A. Administer the Professional Certification and Continuing Professional Development Plans adopted by the Iowa Park and Recreation Association.
- B. Establish and administer rules and regulations as necessary for the effective operation of the Continuing Professional Development program for Recreation, Park and Leisure personnel.
- C. To review applications requesting IPRA endorsement for sponsored training programs and recommend either approval or disapproval.
- D. Maintain a full and complete record of meetings, including a register of all applicants for certification and CEU’s and the disposition of each application.
- E. Develop such procedures, forms, and materials as may be necessary for implementation.
- F. To review all permanent records which are maintained at the IPRA Office. The records include CPRP applications and information, Continuing Education Credits, and all form work.
- G. Transmit annually a financial statement and a true full report of Professional Certification activities to the IPRA Board of Directors, with a copy being forwarded to the NRPA National Certification Board.
- H. Publish annually the names of those achieving Certified Park and Recreation Professional status.
- I. Meet at least once annually and at such other times and places as needed.

IV. Dates and Deadlines

- A. Submit a written report on the work of the Board for each regular meeting of the Board of Directors.
- B. Submit an annual report to the IPRA President prior to June 30.
- C. Submit payment for each initial and recertification application approved by the Board semi-annually to the NRPA Certification Board.
- D. 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 IPRA Executive Director.
- E. Submit certification application procedures for publication in the various IPRA publications at appropriate times.

V. CEU Program Administration

- A. Procedure
 - 1. The IPRA shall establish the PCCEB to supervise the operation of its continuing professional development program.
 - 2. The individual/organization requesting IPRA endorsement of a training program shall file an application with the PCCEB on forms developed by the PCCEB and provided by the IPRA for that purpose.

3. Applications should be received by the PCCEB no later than eight 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 IPRA.
 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 IPRA members and/or non-members, which satisfy the criteria and procedures for IPRA certification may be endorsed by IPRA.
- B. Approval of CEU's Applied to Certification Program
1. The PCCEB will approve/disapprove each application seeking IPRA 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 IPRA 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 IPRA 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 Sponsor presented false, incorrect, or incomplete information on the application.
 - b. The Sponsor failed to follow the administration and program criteria for awarding the CEU.
 - c. The Sponsor is found to have engaged in unethical practices as determined by the IPRA 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, of the Plan 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 IPRA. The Chairperson of the PCCEB shall serve as a non-voting member of the of the Appeals Board. The official actions of the Appeals Board shall be recorded.
 3. No organization/sponsor shall be disapproved due to race, creed or handicap. 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 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, organization, 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, to select available for future reference.

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 Continuing Education Unit (CEU) is defined as:

TEN 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 Continuing Professional Development Board for review and approval. This committee will determine the appropriate number of CEU's to be awarded.

*One contact hour equals sixty minutes of instructional contact. Luncheons without programs, and breaks are not included.

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 participants' 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, and 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 courses academic credit. (Courses carrying academic credit are applicable to re-certification, as determined by the Professional Certification and Continuing Board.)
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 0.15 CEU (contact hours 90 minutes) and increments of 0.15.

*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, and 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

A fee of \$3.00 for IPRA members and \$5.00 for Non-IPRA members will be assessed to process, record and store individual data for each CEU approved program.

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 Iowa Park and Recreation Association (IPRA).

SYNOPSIS OF APPROVAL SEQUENCE: CONTINUING EDUCATION UNIT

1. Program idea originates either from internal or external source.
2. Program originator seeks IPRA section program support: Originator and/or sponsor gains program approval from Executive Committee of the section.
3. IPRA originator and/or sponsor 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.

CERTIFICATION PLAN FOR RECREATION, PARK RESOURCES, AND LEISURE SERVICE PERSONNEL – IOWA (Adopted 11/98, Revised 1/03)

PREAMBLE

The accompanying national certification plan for the recreation, park resources, and leisure service personnel in the Iowa Park and Recreation Association (IPRA) affords a means of attesting to the education and experience qualifications of personnel employed for compensation in recreation, park resources and leisure service. Membership in the IPRA shall not be a prerequisite for certification.

It is the policy of the IPRA that nothing with respect to race, creed, sex, age, disability, or national origin shall be used as a bar to entry or practice in the recreation, park resources, and leisure service profession. A proactive program to implement this policy shall be established.

The purposes of this plan are: to establish national standards for certification in the recreation, park resources, and leisure service profession; to provide recognition of individuals who have qualified; and to afford a guarantee to employers that certified personnel have attained stated education and experience qualifications.

This certification plan meets the minimum qualifications of the National Certification Board (NCB) established by the National Recreation and Park Association (NRPA). Individuals certified under this plan thus qualify for inclusion in the National Roster of certified recreation, park resources, and leisure service personnel, and are considered nationally certified.

ARTICLE I – ADMINISTRATION

SECTION 1. The Plan

This Plan for certification of recreation, park resources, and leisure service personnel in Iowa shall be administered by the IPRA (an NCB approved plan) through a Professional Certification and Continuing Education Board (PCCEB)

appointed for the purpose at a headquarters established by the Board. The address shall be: Executive Director, IPRA, 1534 Penrose Street, Grinnell, IA 50112.

SECTION 2. Professional Certification Board

- a) The PCCEB will serve as the administrative body for the Plan. The PCCEB shall include representation from those certified and may include consumer representatives as well. Each professional appointee shall have successfully completed not less than five years of full-time experience in recreation, park resources, and leisure services and shall be certified under the requirements of this Plan.
Two at-large representatives shall be appointed by the PCCEB Chairperson. The PCCEB Chairperson shall be an individual selected from its membership. All PCCEB representatives shall be current CPRP's.
- b) The PCCEB shall have the right to organize by electing its own presiding officers and by establishing rules of procedures and bylaws subject to the limitations of this Plan.
- c) The PCCEB shall appoint an individual from within or without its membership to evaluate all applications for certification using established procedures, criteria and interpretations.

SECTION 3. Terms of Office for Iowa PCCEB Members

The PCCEB members shall be appointed for three year overlapping terms. Each member shall serve until a successor is appointed and certified. 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.

SECTION 4. Meetings

The Iowa PCCEB shall meet at least once annually and at such other times and places as determined. A majority of the members of the PCCEB shall constitute a quorum for the transaction of business.

SECTION 5. Duties of the Iowa PCCEB

The duties of the PCCEB shall be to:

- a) Administer a national certification plan adopted by the IPRA;
- b) Develop such procedures, forms and materials as may be necessary for the implementation of the Plan;
- c) Maintain a full and complete record of its meetings including a register of all applicants for certification and the disposition of each application;
- d) Stimulate and conduct research relating to professional standards in general, and ways of improving the Iowa Professional Certification Plan;
- e) Determine eligibility to sit for the Certified Park and Recreation Professional (CPRP) examination;
- f) Evaluate candidates' credentials for Provisional Park and Recreation Professional (PPRP) and Associate Park and Recreation Professional (APRP);
- g) Administer and carry out a program of renewal of certification and re-certification;
- h) Transmit annually a financial statement and a true and full report of its activities to the IPRA governing body, with a copy to be forwarded to the NRPA National Certification Board (NCB);
- i) Publicize the Plan by such means as may be deemed advisable;
- j) Publish annually the names of individuals certified under the Plan;

ARTICLE II – CERTIFICATION PROCEDURES

SECTION 1. Eligibility

Any individual who meets the qualifications stated hereinafter shall be eligible for certification under this Iowa Plan without consideration of race, creed, sex, age, or disability, whether employed under public, quasi-public or private auspices.

SECTION 2. Initial Application Procedures

Individual will make notarized application to the PCCEB on the proper form accompanied by the initial fee and an official transcript of academic credits taken through the highest degree (or diploma) claimed. All requests for information and questions on the application must be answered. Additional professional information may be required by the PCCEB from appropriate sources.

SECTION 3. Requirements of Certification

The qualifications of each applicant shall be evaluated and acted upon within six months following receipt of the application. The standards for these classification levels shall be:

1. CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP)

- a. A bachelors degree from an NRPA/AALR accredited program verified by official transcript and pass the CPRP examination OR...
- b. A bachelors or higher degree from a regionally accredited education institution (without NRPA/AALR accreditation) verified by official transcript, with a major in recreation, park resources and leisure services and no less than two years full-time experience (following the degree) in a recreation, park resources and leisure service position, and pass the CPRP examination OR...
- c. A bachelors or higher degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources and leisure services, and no less than five years full-time experience (following the degree) in a recreation, park resources and leisure service position, and pass the CPRP examination.

2. PROVISIONAL PARK AND RECREATION PROFESSIONAL (PPRP)

The standards for PPRP are as follows:

- a. A Bachelors degree from an NRPA/AALR accredited program (program must be accredited at the time of graduation) verified by official transcript; or
- b. A bachelors or higher degree from a regionally accredited education institution verified by official transcript, with a major in recreation, park resources and leisure services; or
- c. A bachelors or higher degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources and leisure services, and no less than three years full-time experience (following the degree) in a recreation, park resources and leisure service position.
- d. Provisional Park and Recreation Professional is intended to be a temporary status that can be used only until a candidate has had an opportunity to take the CPRP Examination. Candidates who fail the examination may reapply for provisional status through the Iowa PCCEB, but they may not remain in this status for more than three (3) years after the date of their first application for certification.

3. ASSOCIATE PARK AND RECREATION PROFESSIONAL (APRP)

The standards for APRP are as follows:

- a. An associates (two-year) degree from a regionally accredited education institution verified by official transcript with a major in recreation, park resources and leisure services and are working full-time in the field; OR...
- b. An associates degree form a regionally accredited education institution verified by official transcript with a major other than recreation, park resources and leisure services, and no less than two years full-time experience (following the degree in a recreation, park resources and leisure service position; OR...
- c. A high school diploma or equivalency certificate verified by official documentation and no less than four years full-time experience (following the degree) in a recreation, park resources and leisure service position.

An associate must seek CPRP status should they complete the necessary education and experience requirements. Those professionals who are qualified for CPRP or PPRP may not remain in an APRP status.

4. FOR THE RETIRED PARK AND RECREATION PROFESSIONAL (RPRP)

- a. A special status is provided for professionals who have retired from active service to the Field of parks, recreation and leisure services, if they choose not to maintain CPRP status. To qualify for this status, the retired professional may no longer be receiving pay for any services rendered to the parks and recreation field including consulting fees, honoraria, salaries, etc.
- b. Retiring professionals may elect to be placed in this status when their certification is due to be renewed. The RPRP status has not requirement for renewal. Professionals who elect this status may be re-certified as CPRP only after complying with the entire eligibility requirement in force at the time of their reapplication.

5. EXAMINATION

- a. The passing of a national examination (the CPRP examination) shall be required for the CPRP.

SECTION 4. Special Certification Procedures

A. TRANSFERS

A person may not transfer out of a state that has a model plan into the Direct National Certification (DNC) program unless they are a military or federal employee. Transfers from one NCB approved certification program to another NCB approved certification program may occur automatically without examination if the following conditions are met:

- a. The applicant is currently certified in a state with an approved certification program; and
- b. This program has identical standards for the classification level being requested; and
- c. The applicant pays the appropriate transfer fee (see fees).

B. CHANGE OF CLASSIFICATION

Certified personnel who are qualified and wish to change to a higher classification will make application to the PCCEB accompanied by transcript of credits beyond those already on file. They shall be acted on by the PCCEB within six months. A CPRP examination must be passed where specified.

SECTION 5. Circumstances not covered in this plan

Any person may petition the Iowa PCCEB for the purpose of attaining certification or renewal of certification in any classification level on the basis of circumstances not contained in this Plan. The PCCEB shall receive and act on any such petition at the next scheduled meeting and shall in all cases offer the petitioner opportunity to be heard personally, to have witnesses, and to submit substantiating material. The PCCEB shall act on each special petition individually. A negative decision may be appealed in the same manner as any finding of the PCCEB.

SECTION 6. Renewal of Certification

- A. As evidence of continued professional development, renewal of certification shall be required and shall be contingent upon the completion of at least 20 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. One or more of the following methods shall fulfill this requirement;
 1. Two (2) Continuing Education Units (CEUs)..and/or
 2. Successfully completed academic course work from an NRPA/AALR accredited or regionally accredited college/university.
 3. Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must petition Iowa PCCEB in advance of, or no more than 30 days following, the experience providing full content information in order to receive appropriate CEU equivalency.
- B. This continuing professional development requirement may be fulfilled by any combination of the above but must be completed within each 24-month period from the date of initial certification or renewal of certification.
- C. For ease of administration, the above alternatives will be equated to CEUs – that is, total classroom hours verified divided by 10. Forty hours of successfully completed academic instruction would be divided by 10 equaling 4.0 CEU “equivalents”. This method will provide a common basis for comparison for all alternatives and allow them to be combined to meet minimum renewal/recertification requirements.
- D. PPRPs have the same professional development requirements as those professionals who are CPRPs or CPRAs.
- E. Retired Park and Recreation Professionals (RPRPs) are not required to complete the professional development requirements. Renewal of RPRP status is not required.
- F. Renewal notices will be sent to all those individuals due to renewal of certification, at least 60 days prior to the renewal date, by the PCCEB. Renewal of certification application, fees, and documentation must be submitted within 90 days following the renewal date to the PCCEB. Failure to do so will result in withdrawal of certification. (See ARTICLE II – SECTION 8).

SECTION 7. Re-Certification

Certification will be withdrawn if the applicant fails to meet the renewal requirements as set out in ARTICLE II, SECTION 6. If certification is withdrawn, eligibility for applying for re-certification is contingent upon acquiring one (1) CEU or equivalent for every year or fraction thereof up to two (2) years since the lapse of certification. After a two (2) year lapse in certification, the applicant must meet all standards in place at the time of reapplication for CPRP or APRP, whichever is appropriate.

SECTION 8. Denial or Withdrawal of Certification

- a) Certification may be denied by or withdrawal by the Iowa PCCEB when any applicant does not meet the qualifications, is found guilty of conduct deemed detrimental to the profession, or when there is misrepresentation of any facts in connection with the application. In all such cases, the Iowa PCCEB shall notify the individual in writing of denial or withdrawal of certification and the reasons therefore, and shall provide an opportunity for appeal.
- b) Certification may be withdrawn by the Iowa PCCEB upon receiving written notification by the governing body of the PCCEB or of a committee acting on behalf of the governing body of the PCCEB that the accused has been guilty of conduct deemed detrimental to the profession. In all such cases, the Iowa PCCEB shall notify the individual in writing of withdrawal of certification and the reasons therefore and shall provide opportunity for appeal.

SECTION 9. Appeals

- a) An applicant may appeal any decision of the PCCEB. The initial appeal must be in writing and shall be made directly to the PCCEB. The PCCEB will act promptly to resolve the appeal, rendering its decision in writing.
- b) If the written decision of the PCCEB is not satisfactory to the applicant, the applicant may appeal in writing to the governing body responsible for the PCCEB. The governing body shall thereupon appoint an appeals panel that shall be comparable in qualifications and numbers to the certification board, but shall not be composed of more than one member serving on the certification board. Decisions of the appeals panel shall be final.

SECTION 10. Certifications

- a) A certificate (or card) bearing the classification level for which the applicant has qualified shall be issued upon certification. Appropriate additional validation shall be issued upon satisfactory completion or renewal of certification requirements. Plaques shall be awarded to new CPRPs and CPRAs. CPRP and CPRA renewals shall receive a certificate. A certificate shall be awarded to PPRPs.
- b) The National Certification Board and the IPRA PCCEB recognized four (4) designations:
 - (1) Certified Park and Recreation Professional (CPRP)
 - (2) Provisional Park and Recreation Professional (PPRP)
 - (3) Certified Park and Recreation Associate (CPRA)
 - (4) Retired Park and Recreation Professional (RPRP)

ARTICLE III – FINANCING

SECTION 1. Fees

The Iowa PCCEB shall establish fees for

- a) Professional Level
- b) Provisional Professional Level
- c) Associate Level
- d) Professional Level Re-Certification
- e) Change of Classification
- f) Transfer

A minimum payment as assessed by the NCB shall be forwarded by IPRA to the NCB annually for each initial renewal or certification and re-certification application received. Applications not approved shall be returned with their transcript and fee, less \$5.00 for PCCEB administrative costs.

SECTION 2. Receipts and Reporting

All receipts from this Plan shall be deposited with the Treasurer of the IPRA and kept in an account maintained for that purpose. Funds shall be expended only on order of the Iowa PCCEB and for the purpose of this Plan.

ARTICLE IV – FUTURE CHANGES

SECTION 1. Amendments

- a) The IPRA PCCEB may amend this plan at its own discretion with concurrence by the NCB.
- b) Any changes in this plan shall not affect certificates which have already been granted by the professional certification board.

ARTICLE V – DEFINITIONS/CLARIFICATIONS

A. Accreditation

The process by which an agency or organization evaluates and recognizes a program of study and institution as meeting certain predetermined qualifications or standards.

- 1. NRPA/AALR accredited: Recreation, park resources and leisure services baccalaureate degree programs accredited by the Council on Accreditation sponsored by the National Recreation and Park Association in cooperation with the American Association for Leisure and Recreation.
- 2. Regionally accredited educational institution: An institution of higher education accredited by a Commission on Recognition of Post Secondary Accreditation (COPRA) regional accrediting agency.

B. Certification

The process by which a non-governmental body or association grants recognition to an individual who has met certain predetermined qualifications specified by that body or association. For purposes of this plan, certification encompasses the “Iowa Certification Plan for Recreation, Park Resources, and Leisure Services Personnel” approved by the National Recreation and Park Association National Certification Board.

CPRP Examination

The national examination for Certified Park and Recreation Professionals is administered by the National Recreation and Park Association National Certification Board.

C. Full-time experience/employment shall be defined by the following characteristics:

- 1. 30 hours or more per week employment in a recreation, parks resources, and leisure services position; or
- 2. Primary source of income; and
- 3. Cumulative experience requirement met within twice the time (i.e. accumulated time for a two year experience requirement must be within a four (4) year period maximum; and
- 4. Experience is counted only after receipt of the degree or diploma.

E. Recertification

The process of becoming certified in the Iowa Certification Plan for Recreation, Park Resources, and Leisure Service Personnel.

F. Renewal of Certification

The process of maintaining certification.

PROGRAMMING COMMITTEE

(Standing)

I. Membership

- A. Suggested number – minimum of eight (8) members from different areas of the State. Eight (8) members does not include the chairperson or vice-chairperson.
- B. Committee members must be IPRA members in good standing and have programming knowledge.
- C. Director at Large recommends and President appoints the vice-chairperson or the programming committee to serve a two year (2) term, second year as chairperson.

II. Purpose

To provide resource tools and events to the membership in order to promote IPRA, assist members in delivery of services, and raise funds for IPRA.

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 programming 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 programming.
- G. Submit information regarding events and activities for the IPRA monthly newsletter.
- H. Submit an annual report to the President prior to June 30.

IV. Dates and Deadlines

- A. The committee should meet a minimum of four times per year.
- B. The Chairperson must submit a written report detailing Committee accomplishments to his/her Director prior to each Board meeting.
- C. Establish event dates and deadlines for all athletic events the Committee conducts.

PUBLICATIONS COMMITTEE

(Standing)

I. Membership

- A. Chairperson appointed by IPRA President and 3-5 additional members with a wide IPRA representation.
- B. Committee members should be familiar with association publications.

II. Purpose

- A. To assist Executive Director's office in preparation of IPRA publications.

III. Duties and Operational Procedures

- A. To assist Executive Director's office in soliciting members to write articles for publications.
- B. To provide guidance to Executive Director's office on content of publications.
- C. Aid in solicitation of advertising for publication in the journal.

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. Chairperson appointed by the president with 4-6 additional members with a wide representation of IPRA members.
- B. Suggested qualifications – member of IPRA but not a staff member of any college with a curriculum making students eligible for scholarship.

II. Purpose

- A. To provide opportunities for IPRA members who need financial assistance and professional encouragement to continue in the field of Leisure Services.
- B. To generate money 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 IPRA 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 in an IPRA publication and other appropriate ways.
- C. Develop an application form (see Appendix).
- D. Send out publicity so students in all colleges of Iowa will be aware of scholarship opportunities. Campus visits are also encouraged to publicize the scholarships.
- E. Review applications and determine winner or winners.
- F. Invite and strongly encourage all recipients to attend the banquet free of charge.
- G. Responsible for awarding the scholarships at the Spring Conference Awards Banquet.
- H. Chairperson and Executive Director of IPRA 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 Chairperson forty-five (45) days prior to annual meeting.
- B. Committee selections thirty (30) days prior to annual conference.
- C. Winners notified immediately.
- D. Annual financial report completed by June 30.
- E. Submit an Annual Report to the President prior to June 30.

V. Scholarship Fund

- A. A special Scholarship Fund has been authorized by the IPRA 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.

VI. New Scholarships

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

IPRA SCHOLARSHIPS AVAILABLE

Kathry 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.

The Foundation for Iowa Parks and Recreation Scholarship - **\$1,000**
Open to both the full-time student and/or practitioner for the pursuance of undergraduate or graduate study in the field of Parks and Recreation. This scholarship is a contribution from the Foundation for Iowa Parks and Recreation.

J. Nevin Nichols Scholarship - **\$750**
Available to students not employed as full-time Parks and Recreation practitioners. This scholarship is funded by the Iowa Park and Recreation Association through the general operating budget.

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. Todd Stych of Musco and Jennifer Pospichal of Outdoor Recreation Products donate the funds for this scholarship.

Amateur Softball Association (ASA) Scholarship - **\$750**
Available to students not employed as a full-time Parks and Recreation practitioners. 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 in March or April.

SPECIAL TRAINING AND SEMINARS COMMITTEE
(Standing)

I. Membership

- A. Committee consists of a minimum of four and a maximum of six members that represent all networking groups.
- B. Committee members must be IPRA members in good standing.
- C. Director recommends and President appoints the Vice-chairperson to serve a two-year term, second year as Chairperson.

II. Purpose

- A. To provide the IPRA membership with professional development and networking opportunities.

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, 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 IPRA monthly newsletter.
- E. Submit an annual report to the President in accordance with the deadline set.

IV. Dates and Deadlines

- A. The Committee should meet a minimum of four times per year.
- B. The Chairperson must submit a written report detailing Committee accomplishments to he/her Director prior to each Board meeting.
- C. Establish dates and deadlines for all seminars/forums the Committee conducts.
- D. Submit an annual report to the President prior to June 30.

WORKSHOP COMMITTEE

(Standing)

I. Membership

- A. Local workshop host chairs committee if possible.
- B. IPRA Executive Director
- C. Other suggested members may include: One Director-at-Large, Vice-Chairperson of Conference Planning Committee, Past or succeeding Workshop hosts, local at-large members.

II. Purpose

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

III. Duties and Operational Procedures

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

APPENDIX

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AWARDS NOMINATION DESCRIPTIONS

NOMINATION FOR CLAUDE AHRENS COMMUNITY SERVICE AWARD

This award is designed with intent to recognize a lay person outside of our profession who has provided support and contributed to the strengthening of programs and resources of leisure services within their communities, area, and state. Membership not required and more than one award may be given.

Write a statement of 200 to 250 words, stating clearly and concisely why you believe this person should receive this IPRA award. Other information may be included, as well as that suggested below, as criteria for the nomination.

1. Education
2. Contribution made to the park, recreation and conservation movement in the community and/or state.
3. Community service in other areas.
4. Organization membership
5. Characteristics which make the person outstanding.

NOMINATION FOR LAY ORGANIZATION AWARD

This award is designed with intent to recognize a group of lay people outside of our profession who have provided support and contributed to the strengthening of programs and resources of leisure services within their communities, areas, state and county. Membership not required and multiple awards may be given.

In a statement of 200 to 250 words, state clearly and concisely why you believe this organization should receive an IPRA award, Criteria should be included in your statement of nomination.

1. Statement of reason for nomination.
2. The organization contribution to the park, recreation and conservation movement in the community and/or in the state.
3. Special accomplishments in the respective year.
4. Special accomplishments in prior years.
5. Other awards an organization may have received.
6. Roster of local officers and addresses.

NOMINATION FOR DR. CAROLE J. HANSEN OUTSTANDING NEW PROFESSIONAL AWARD

This award is in recognition of the professional who has exemplified commitment and outstanding service to the leisure services profession and to this association. It is designated for the person who has joined the professional ranks within the past seven years. Membership required.

In a statement of 200 to 250 words, state clearly and concisely why you believe this person should receive the Dr. Carole J. Hansen Young Professional Award. The following criteria should be included in your statement of nomination.

1. Statement of your reasons for nomination this professional person.
2. Professional work experience. A complete job history is not requested/required, but professional experience that specifically bears on nominee's qualifications ought to be included.
3. National, state and local professional park and recreation organizations with which the nominee is affiliated. Of particular note is a record of involvement in the activities and programs of IPRA. Give offices held and committees on which he/she has served. Note: The nominee must be, at the time of the nomination, a member of IPRA.
4. Organization honors and/or awards.
5. Education: Provide this material if readily available to you.
6. Nominee's publications and/or research in the park and recreation field.
7. Community service with other organization, both as a professional and volunteer.
8. Other pertinent information, which you feel will assist the committee.

NOMINATION FOR T. RAY FRAME AWARD

The T. Ray Frame Award is given to the outstanding maintenance person within a park and recreation department who has shown a high level of skill in his or her work; goes beyond what would be considered adequate or expected in the position; and shows a devotion to the people of the community through involvement on and off the job.

In a statement of 200 to 250 words, state clearly and concisely why you believe this person should receive the T. Ray Frame (supervisor or maintenance) Award. The following criteria should be included in your statement of nomination. This is a “blue collar” award designed for an individual in a non-management or working supervisor position. Membership not required and more than one award may be given.

1. Eligibility: Must be affiliate by membership (with department or staff or retired from same) in IPRA, with day to day direct relationship with maintenance of parks, cemeteries, conservation, or recreation.
2. Length of service: Must have served within the field of park, cemeteries, conservation, or recreation maintenance for over five years.
3. Versatility and Ingenuity: Skills in all areas of maintenance, equipment, labor, painting, welding, etc.
4. Dedication to the field.
5. Special accomplishments.
6. Community involvement.
7. Training sessions or course work relating to the field.
8. Ability to get-along with, direct, and train others.
9. Work experience in maintenance field.

NOMINATION FOR RICHARD J. SLATTERY PROFESSIONAL AWARD

This is the highest professional award in the IPRA program. The word “professional” encompasses many traits. To be considered for this award, the nominee should be a person who has given of himself/herself in his/her work. Nominee’s everyday life should exemplify outstanding, dedicated and unselfish service to the profession, community and to this association.

In a statement of 200 to 250 words, state clearly and concisely why you believe this person should receive the Richard J. Slattery Professional Award. The following criteria should be included in your statement of nomination.

1. Statement of your reasons for nominating this professional person.
2. Professional work experience. A complete job history is not requested/required, but professional experience which specifically bears on nominee’s qualifications ought to be included.
3. National, state and local professional park and recreation organizations with which the nominee is affiliated. Of particular note is a record of personal involvement in the activities and programs of the Iowa Park and Recreation Association. Give offices held and committees on which he/she has served. Note: The nominee must be, at the time of nomination, a member of the Iowa Park and Recreation Association.
4. Organization honors, and/or awards.
5. Education: Provide this material if it is readily available to you.
6. Nominee’s publications and/or research in the park and recreation field.
7. Community service with other organizations, both as a professional and volunteer.
8. Other pertinent information, which you feel will assist the committee.

NOMINATION FOR SERVICE CLUB AWARD OF EXCELLENCE

This award recognizes a service group outside of our profession who has supported and contributed to the strengthening of programs and resources of Leisure Services by outstanding contributions to the park, recreation and conservation movement within their communities, areas, county and state. Membership not required and multiple awards may be given.

In a statement of 200 to 250 words, state clearly and concisely why you believe this organization should receive an IPRA award, Criteria should be included in your statement of nomination.

1. Statement of reason for nomination.
2. The organization contribution to the park, recreation and conservation movement in the community and/or in the state.
3. Special accomplishments in the respective year.
4. Special accomplishments in prior years.
5. Other awards an organization may have received.
6. Roster of local officers and addresses.

NOMINATION FOR CORPORATE SUPPORT AWARD

This award is designed to recognize a private commercial business that has contributed to the leisure services profession and enhanced the quality of life within the community, county or state. Membership not required and multiple awards may be given.

Nomination information should include:

1. Statement of reason for nomination, 200 to 250 words.
2. Description of financial or in-kind contributions provided for the community, county or state.
3. Impact contributions have made on the leisure services profession.
4. Special accomplishments of past year and/or prior years.
5. Listing of key individuals involved with contribution.

PRESIDENT'S AWARD FOR OUTSTANDING BOARD MEMBER

This award is designed with the intent to recognize an outstanding board member. The recipient is selected by the current President with all board members considered.

There is no nomination process. The award is awarded during the Awards Program at the Annual Conference. The actual award is a written "certificate of merit" and not an engraved plaque.

The performance of the board member is considered during a one-year term of office. The following criteria is used for the selection:

1. Attendance at IPRA Board Meetings.
2. Fulfills duties required in the position.
3. Representative of membership needs and desires.
4. Efficiency in meeting IPRA Board due dates.
5. Carries out duties in accordance with Constitution, Bylaws, and Manual of Procedures.
6. Contributes well-informed and constructive ideas.
7. Makes an effort to build a stronger organization.
8. Interest in IPRA.

CONTINUING EDUCATION FOR PARKS, RECREATION, AND LEISURE SERVICES PROFESSIONALS **CONTINUING EDUCATION GUIDELINES**

To: IPRA Committee Chairs requesting CEU's for educational activities.

I. Time Table

The following time table should be adhered to in planning educational activities and to insure that CEU information is included in conference/workshop brochures.

- A. Spring Conference
 - 1. By DECEMBER (end of first week) submit "Application Form for CEU's for Educational Sessions" (IPRA Manual of Procedures Appendix) to PCCEB Chairperson.
 - 2. By MID DECEMBER, CEU's will be assigned and information returned to-Workshop Chair.

- B. Fall Workshops
 - 1. By JUNE 15, submit "Application Form for CEU's for Educational Sessions" (in IPRA Manual of Procedures Appendix) to PCCEB Chairperson.
 - 2. By JUNE 30, CEU's will be assigned and information returned to Workshop Chair.

- C. Other Workshops, Seminars, Training Programs, etc. offered by the IPRA
 - 1. Sixty (60) days in advance submit "Application Form for CEU's for Educational Sessions" (in IPRA Manual of Procedures Appendix) to PCCEB Chairperson.
 - 2. The PCCEB will review the application, assign appropriate CEU's and will inform the Section or Committee that made application.

II. Course Format

Educational activities will be classified in one or a combination of the below categories. The course form will be entered on the CEU application form as part of the description of the activity.

- A. Class

A group formally organized for face-to-face instruction, which meets regularly, but which has intervening time periods between meetings and which usually extends over an entire session or intersession.

- B. Conference

A general type of meeting usually of one or more days duration, attended by a fairly large number of people. A conference will have a central theme, but is often loosely structured to cover a wide range of topics. The emphasis is on prepared presentations by authoritative speakers, although division into small group sessions for discussion purposes is often a related activity.

- C. Institute

Generally similar to a conference, but more tightly structured to provide a more systematic development of its theme, with the emphasis more on providing instruction in principles and techniques than on general information. Participants are usually individuals who already have some competence in their field of interest. Institute programs may have a certain continuity, meeting on a yearly basis for example.

- D. Short Course

A sequential offering, as a rule under a single instructor, meeting on a regular basis for a stipulated number of class sessions over a short period of time (e.g., one to three weeks, etc.) Quizzes and examinations may be given depending upon the determination of requirements. It may also be more informal and more flexible in its approach in order to meet the needs of students.

- E. Workshop
Usually meets for a continuous period of time over a period of one or more days. The distinguishing feature of the workshop is that it combines instruction with laboratory or experimental activity for the participants. The emphasis is more likely to be on skill training than on general principals.
- F. Seminar
A small group of people with the primary emphasis on discussion under a leader or resource person or persons. In continuing higher education a seminar is more likely to be a onetime offering, although it may continue for several days.
- G. Special Training Program
A skill program which offers a combination of instruction and practice. The approach is usually on a more individualized basis than a workshop.
- H. Correspondence Course and/or Independent Study
An organized instructional activity involving exchange between instructor and student or an individual student program usually conducted by written communication and/or examination.
- I. Lecture Series
An activity consisting essentially of a series of public addresses that are often based on a theme.
- J. Closed Circuit TV Instruction
Instruction mainly or entirely by TV with program preparation and distribution completely controlled by the institution.
- K. Broadcast Circuit TV Instruction
Instruction over commercial or educational TV channels.
- L. Closed Circuit Audio-instruction
Instruction mainly or entirely over closed circuit audio system completely controlled by the institution.
- M. Broadcast Radio Instruction
Instruction broadcast over one or more public radio stations available to the public.
- N. Other
Please state and describe briefly other methods of instruction.



EDUCATIONAL SESSION CONTINUING EDUCATION UNIT (CEU) PROPOSAL FORM

Check one: [] Spring Conference [] Fall Workshop [] Community Form [] Other ("other" - please specify topic)

Session Specific Information:

Day of Week: Date: Time: Session Length: (i.e. 1 1/2 hrs., 3 hrs., 8hrs., etc) Proposal Submitted By: Department: Address: Work Telephone: Fax: E-mail Address:

*** To be considered for CEU credit, all information must be completed ***

Presenter Information

Name: Title: Agency/Company: Telephone Number: E-mail Address:

Presenter Information

Name: Title: Agency/Company: Telephone Number: E-mail Address:

Session Title (please limit to 7 words):

Session Description:

Learning Outcomes (measurable behavior or performance objectives) or Participants Will:

- Learning outcomes list with arrows and lines

Needs Identification (what is the focus issue{s}):

- Needs identification list with arrows and lines

Target Audience - please check one [] Administration [] Aquatics [] Parks [] Recreation Programming [] Recreation Facilities [] Staffing Needs [] Students [] Therapeutic

CEU criteria included but not limited to:

- CEU criteria list: To receive .15 CEU, the session must be meet for at least 90 minutes - this time can not include breaks or travel time to and from the meeting place...

Office Use Only Date Received by PCCEB: Approved Disapproved CEU Hours Awarded:



MEMBERSHIP REGISTRATION FORM
2006 - 2007

1534 Penrose Street, Grinnell, Iowa 50112-1203
 Telephone: 641.236.3917 Fax: 641.236.6779
 Web Site: www.iowaparkandrecreation.org
 E-mail: jordison@pcpartner.net

Service Length: July 1, 2006 to June 30, 2007!

** Please fully complete and print all information

Name: _____ Title: _____ Certifications: CPRP CTRS
 Organization: _____ College (students only) _____
 Address: _____ City, State, Zip Code: _____
 Work Telephone: () _____ FAX: () _____
 E-mail Address: _____ Web site Address: _____
 Salary Range: _____ (note this will be held in confidence) New Member Renewal

Areas of interest: please check all boxes which you would like to receive information:

- | | | | | |
|--|---|---------------------------------------|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Parks | <input type="checkbox"/> Youth Sports | <input type="checkbox"/> Youth Programs | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Adult Sports | <input type="checkbox"/> Adult Programs | <input type="checkbox"/> Aquatics | <input type="checkbox"/> Facility Management | <input type="checkbox"/> Golf Course |
| Management | | | | |
| <input type="checkbox"/> Commission & Boards | | | | |

Committee involvement: The strength of our association is due to the volunteer efforts of its members. We invite you to participate as a committee member on one or more committees. Please indicate the committee(s) you would like to share your leadership talents.

- | | | | | | |
|------------------------------------|---------------------------------------|--|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Conference | <input type="checkbox"/> Special Training & Seminars | <input type="checkbox"/> Fall Workshop | <input type="checkbox"/> Membership | <input type="checkbox"/> Nominations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Publications | <input type="checkbox"/> Programs | <input type="checkbox"/> Scholarship | <input type="checkbox"/> Legislative | <input type="checkbox"/> PCCEB |

If available, which item(s) would you like to receive via e-mail rather than U.S. Postal Service?

- | | | |
|---|---|---|
| <input type="checkbox"/> Monthly Newsletter | <input type="checkbox"/> Fall Workshop Brochure | <input type="checkbox"/> Spring Conference Brochure |
|---|---|---|

***New Membership Fees!
Simple and Easy!***

OUR VISION IS...

“Building a better Iowa through parks and recreation”

OUR MISSION IS...

“To support the advancement of park, recreation and environmental conservation opportunities through education, resource tools and advocacy”

MEMBERSHIP BENEFITS

- Reduced fees to attend conferences and workshops!
- Receive monthly newsletter containing valuable articles, current events and job listings!
- Membership directory & buyer’s guide published annually, includes commercial advertising and contacts!
- Annual scholarships given to students to help professional growth!
- Awards program to acknowledge the very special talents of member agencies and professionals!
- Ability to network with other professionals at conferences, workshops and committees!
- Instant information with the click of a computer mouse at www.iowaparkandrecreation.org!
- Low cost membership fee

- INDIVIDUAL PROFESSIONAL** **\$ 125**
 An individual who is full-time or part-time entity that is supportive of the mission, goals and objectives of IPRA, recognizing the importance of the quality of life benefits derived from parks and recreation.
- COMMUNITY AGENCY** **\$ 335**
 Includes one (1) professional membership in addition to ALL Board and Commission members. Additional full-time and/or part-time staff may join for only \$55.00 per person.
- COMMERCIAL** **\$ 138**
 An individual, company or business which is a for-profit entity that is supportive of the mission, goals and objectives of IPRA, recognizing the importance of the quality of life benefits derived from parks and recreation.
- ADVOCATE** **\$ 40**
 An individual or not-for-profit entity that is supportive of the mission, goals and objectives of IPRA, recognizing the importance of the quality of life benefits derived from parks and recreation.
- STUDENT** **\$ 28**
 Valid for 12 months following receipt of fees.

Method of Payment

Check Invoice Money Order Credit Card

Credit Card Information Visa MasterCard

Card # _____ Expiration ____ / ____

Name as it Appears on Card _____

A. To be completed by applicant (Please type)

Name _____ Current Major _____

School Address _____ Phone() _____
Street address City Zip

Permanent Address _____ Phone() _____
Street address City Zip

E-mail Address _____

School Currently Attending _____ School where scholarship will be used _____

Semester/Dates Scholarship is to be used _____ Date expected to graduate _____

Name of Faculty Advisor _____ Cumulative GPA: _____ Major GPA: _____

Member of IPRA ____ Yes ____ No; Other _____

List other organizations (relating to parks/recreation) that you are a member of _____

On a separate sheet of paper please discuss the following – One total page only please.

1. Your academic and work experience background.
2. Your aspiration in the recreation and/or parks profession.
3. Length of time in major. (Include a copy of your college transcript for semester ending December 2006).
4. Other scholarships and awards you have received.
5. Why you are applying for this scholarship.
6. List professional work references.

B. Criteria used to select recipients.

1. Major field of study.
2. Recreation/park related work experiences.
3. Year in school.
4. Completion of application form. (completeness and neatness)
5. Subjective considerations based on questions answered above.
6. Grade point average

Submitted by _____ Date _____

*Important note:

All applications must be received by **March 1, 2007**.
Applicants must be an IPRA Member and shall send college transcript.

Scholarship recipients will be notified by March 15, 2007. All recipients are strongly encouraged to attend the IPRA Awards Banquet on Tuesday, April 6 at the downtown Marriott Hotel in Des Moines, Iowa.

Please complete and return to:
IPRA Scholarship Program
Todd Seaman
West Des Moines Parks & Recreation
P.O. Box 65320
West Des Moines, IA 50265-5320
Ph. 515-222-3444 Fax. 515-222-3459
E-mail – todd.seaman@wdm-ia.com

INSTALLATION CEREMONY

Board of Directors – Officers & At-Large Members

Installing officer (outgoing President) calls newly elected officers (three Directors-at-Large, Treasurer, Vice-President & 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 (IPRA), you have been selected by the members of the association to serve as leader of the ensuing year. The members will look to you to carry on the affairs of this organizing 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 belongs 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, as well as _____ (Senior Great Lakes Regional Council Representative), you shall serve as a member of the Executive Committee of the IPRA 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.



Financial Guiding Principles
Approved by the Board of Directors
January 20, 2005

These philosophical statements were created in-conjunction with the RSM McGladrey, Inc. report dated June 6, 2001

The Board of Directors appoints, supervises and evaluates the Executive Director.

The Treasurer is elected from the membership of I.P.R.A. This person shall follow all duties and responsibilities as outlined in the Association by-laws.

The Board of Directors has an officer (Treasurer) whose responsibility is to work with the Executive Director in formulating the annual budget, reviews expenses and revenue. Checks drawn \$500.00 or greater require two authorized signatures – Executive Director and Treasurer.

Fiscal year shall run July 1 to June 30. Treasurer and Executive Director will work together, in-conjunction with Committee Chairs, in preparing the next fiscal year's budget. Once a draft budget is developed, the Board's Executive Committee and Executive Director will meet to finalize it. At the May Board meeting, the next fiscal year's budget shall be approved.

A report on the financial condition of the Association will be given by the Treasurer at each Board of Directors meeting.

Board Members and Committee Chairs are to receive a monthly financial statement with accompanying YTD highlights memo. The aforementioned persons are to receive the financial statement and memo no later than the 15th into the next month.

Deposits will be cross referenced between the Executive Director and Administrative Assistant.

All programs must be self-sustaining unless other directed by the Board of Directors. Net surplus revenues are used for general operations.

Minimum net revenue performance standards for the Spring Conference and Fall Workshop will be set by the Board of Directors through the budgeting process. Minimum net revenue for the Conference should be 3.0% while the Workshop should be 1.75% of generated revenue.

Membership fees should be 7% to 8% of budgeted revenue.

Wherever possible, outside sponsors shall be secured for the Conference, Fall Workshop, Community Forums, etc. Sponsorships should be solicited by the Executive Director in-conjunction with the program or activity.

All bank accounts are to be reconciled each month in preparation of the monthly financial statement. Contained within the financial statement is a listing of all revenue and expense line items. Information columns shall include adopted FY, month, current FY YTD, previous FY YTD, variance between current and previous FY, as well as three years of complete FY. A listing of all money accounts shall also be included. For accounting purposes, previous year ending balance

shall be combined with the YTD net. When combined, the YTD paper-balance shall be identical with the reconciled balance of all cash accounts.

At the request of the Treasurer, copies of bank statements accompanied by reconciled working papers will be made available.

On a monthly basis, the Executive Director will prepare a report of outstanding invoices to be sent to the Treasurer.

Following each activity or program, the Executive Director will prepare a written report of revenue, expenses, participation history as well as outstanding income and expenditures for the Board of Directors and respective committee chairs.

Detailed budget worksheets will be used to develop and implement the adopted budget. For reporting monthly financial statements, detailed worksheets will be consolidated.

Surplus funds should be invested at the direction of the Board of Directors. The Board of Directors shall empower the Executive Director to research options and propose investing options. An analytical recommendation to the Board shall be presented. Approval for all investments is a Board responsibility.

100% of monies generated through the membership fund drive for the scholarship endowment fund shall be placed in a conservative investment fund. Surplus funds from other events generated for the scholarship will be placed in the endowment fund. Payments for higher education scholarships should come from generated interest rather than from principle.

Membership fees shall be reviewed on a bi-annual basis. Presently, professional membership fees are salary based which mirrors the concept of the National Recreation and Park Association.

Executive Director shall write an annual state office building and property report. Within the written report, short-term and long-term facility needs will be addressed. This will assist the Board in proper planning for facility maintenance. Day to day operation and maintenance of the facility is vested with the Executive Director. Proper and adequate insurance coverage for the facility is required. Maximum of \$250 deductibility on loss due to fire, wind, theft and etc. is constituted as adequate coverage.

Association property will be properly identified and labeled with serial numbers recorded.

Federal tax return shall be filed in a timely manner. A contracted tax or accounting service shall be hired to complete and file the Federal tax return.

I.P.R.A. and Iowa Amateur Softball Association agreement shall be reviewed annually. Both organizations should not jointly own equipment or other assets and should be able to separately identify each asset.