

# IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS BY LAWS

## **Article I Name**

The organization shall be known as "Iowa Association of Activity Professionals". Our initials hereafter will be known as IAAP.

## **Article II Purpose/Objectives**

IAAP is an independent statewide non-profit organization that exists to promote quality of life in geriatric and therapeutic settings; provide professional and educational leadership to all activity professionals in all employment fields.

1. To promote, encourage, and assist in the development and delivery of activity programs in facilities, institutions, and organizations.
2. To promote activity professionals by using the ethics and standards developed by the National Association of Activity Professionals (NAAP).
3. To initiate and participate in the sharing and exchanging of knowledge and experience in the creative use of activity programs.
4. To encourage and cooperate with any school or institution in developing professional education and training for activity professionals.
5. To establish and maintain active liaison with other health-related professional groups.
6. To provide a channel of communication with governmental agencies which are related to the activity profession.
7. IAAP encourages activity professionals to seek national certification through one of the existing organizations available. These include, but are not restricted to, National Certification Council for Activity Professionals (NCCAP), National Association of Activity Professionals (NAAP), and National Council for Therapeutic Recreation (NCTR).
8. To hold spring and fall state conferences yearly, and other such workshops as are necessary, to promote professional stature among its members.
9. To enhance the role and dignity of Activity Professionals, and the people they serve, as a means for both to develop a more rewarding life.

## **Article III Board of Directors**

1. The Board of Directors shall consist of the President, Treasurer, Secretary, Newsletter Editor, Assistant Treasurer/Public Relations, Elections/Govt. and District Liaison, Promotions Sales, and Resource Room Coordinator.
2. Board Members shall abide by the By Laws, further the association objectives and encourage other Activity Professionals to attend district meetings and state conferences.
3. Those elected to the Board of Directors shall perform the duties of their respective positions as stated in their job descriptions.
4. In order to be elected to the Board of Directors, you must be employed in the activity professional.

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5. The Board of Directors will receive:
  - a. Reimbursement expenses for C.E.U.'s and conference fee.
  - b. Overnight accommodations for conventions and board meetings that meet before the conferences.
  - c. Mileage reimbursement to/from board meetings, conferences, or IAAP business based on current IRS recommendations.
  - d. Reimbursement for phone calls made for IAAP business.
  - e. Meals provided when related to IAAP responsibilities.
  - f. The president will be provided funds for attending the NAAP Convention. A second Board member may be sent to NAAP. The second board member registration and transportation will be paid for by IAAP. All other expenses incurred will be at the member's expense. The second Board Member will be chosen based on interest. If multiple Board Members demonstrate interest, the second Board Member will be randomly selected.
  - g. All perks/benefits are dependent on the current condition of the treasury.
6. The Board of Directors shall exercise general supervision over the policies and procedures, finances, professional standards, and delegation of work; and shall carry out the mandates of the membership in accordance with the By Laws.
7. The Board of Directors shall serve as the By Laws Committee and the Budget Committee.
8. The Board of Directors shall have the option to appoint a speaker committee chaired by the State President.

#### **Article IV Meetings**

1. The Iowa Association of Activity Professionals shall hold two conferences each calendar year, one in the spring and one in the fall. An Annual Business Meeting will be held in the fall. Elections will take place at this meeting along with appropriate reports.
2. The main purpose of both meetings will be to provide the attendees with C.E.U.'s.
3. The Board of Directors shall meet the evening prior to the annual Fall and Spring Conference.
4. The Board of Directors shall meet mid-way between each conference to discuss/plan the conferences.
5. The President may call a special meeting at his/her discretion with fourteen (14) days notice to the rest of the board members.
6. All board members must attend three (3) out of four (4) board meetings a year to remain eligible to serve on the Board.

## **Article V Terms of Office, Nominations, and Elections**

1. Each term of office shall be for two (2) years in length. An individual may serve for two (2) terms of office consecutively. The treasurer's term of office may be extended at the discretion of the Board.
2. In each even numbered year, the Association shall elect and install into office the following: President, Secretary, Treasurer's Assistant/Public Relations, and Promotion/Sales. In each odd numbered year the Association shall elect and install into office the following: Treasurer, Elections/Govt. and District Liaison, Resource Room Coordinator, and Newsletter Editor.
3. In case of resignation, incapacity, or death any of the elected officer, the Board of Directors will appoint an Activity Professional, in good standing, for the unexpired term by majority vote. If said office is President, the Election/Govt. and District Liaison will assume that position.
4. Prior to the annual meeting, the Elections/Govt. and District Liaison position shall be responsible for securing candidates to have on the ballot for each open office. Applications for nominations shall be published annually in the newsletter prior to the annual meeting. Resumes will be completed by all applicants for positions and returned to the Elections/Govt. and District Liaison by the deadline stated.
5. Nominations shall close thirty (30) days prior to the Fall Conference.
6. After receipt of all nomination resumes, eligibility of all candidates shall be verified.
7. Slate of officers will be presented to Fall Conference attendees. Positions will be elected by the majority vote.
8. If there are no candidates for an office, the Board of Directors may appoint an Activity Professional in good standing to fill the position. This shall become the only exception to a board member being seated in a position for longer than two (2) consecutive terms.
9. Board members shall take office immediately after the election or appointment.

## **Article VI Amendments to the By Laws**

The By Laws become effective upon adoption and shall not be amended, altered, or repealed except under the following condition:

1. Proposed changes/amendments must be approved by a majority vote of the current slate of Board of Directors.

## **Article VII Website Connection**

Iowa Association of Activity Professionals will sponsor the Internet website at [www.iowaaap.org](http://www.iowaaap.org).

1. The content of the website will be approved by the Board of Directors.
2. With Board approval, activity-related individuals/companies will be allowed to add a link to the website at the cost of the current website update fees.
3. A statement will be added to the website indicating IAAP does not endorse the information associated with these links.

## **Article VIII Dissolution**

In the event that the Association should be dissolved, but prior to the completion thereof, and after satisfying all outstanding debts and obligations, the monies remaining in the treasury, if any, shall be donated to the National Association of Activity Professionals.