IOWA ASSOCIATION OF ACTIVITY PROFESSIONALS

BY LAWS

**Article l Name**

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

**Article ll Purpose/Objectives**

IAAP is an independent state-wide non-profit organization that exists to promote quality of life in geriatric and therapeutic settings; provide professional and education 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 institute 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. To promote NAAP and encourage members to become nationally certified through the National Certification Council of Activity Professionals (NCCAP), and National Council for Therapeutic Recreation (NCTR).
8. To hold a fall stated conference yearly and other such workshops as are necessary to promotional 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, Communications Coordinator, Elections/Government/District Liaisons 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 appointed to the Board of Directors shall perform the duties of their respective positions as stated in their job descriptions.
4. In order to be appointed to the Board of Directors, you must be employed in the Activity Profession.
5. The Board of Directors will receive:
	1. Reimbursement expenses for C.E.U.s (continuing education units) and conference fee.
	2. Overnight accommodations for conventions and the board meeting before the conference.
	3. Mileage reimbursement to/from board meetings, conferences, or IAAP business based on current IRS recommendations.
	4. Reimbursement for phone calls made for IAAP business.
	5. Meals provided when related to IAAP responsibilities.
	6. The president will be provided funds for attending the NAAP the NAAP Convention. A second board member may be sent to the NAAP Convention. The second board member registration and transportation will be paid for 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.
	7. All perks/benefits are dependent on the current condition of the treasury.
6. The Board of Directors shall exercise general supervision of the 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 a minimum of one conference each calendar year. An Annual Business Meeting will be held in the fall. New appointments of the board will presented at this time.
2. The main purpose of meeting will be to provide the attendees with C.E.U.s.
3. The Board of Directors shall meet the evening prior to the conference.
4. The Board of Directors shall meet a minimum of one (1) time 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 at least one (1) of the two (2) 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 but may be extended at the discretion of the Board.
2. In each even numbered year, the Association may elect and install into office the following: President Secretary, and Elections/Government/District Liaison. In each odd numbered year, the Association may elect and install into office the following: Resource Room Coordinator and Communications Coordinator. These positions will be filled as needed and upon the discretion of the Board.
3. The term of the Treasurer will be extended until resignation by the current Treasurer from the board or request for Treasurer’s resignation given by the board due to continuity of financial records and responsibilities.
4. In case of resignation, incapacity, or death of any of the elected officer, the Board of Directors will appoint an Activity Professional in good standing, for the unexpired term by majority vote.
5. Prior to the annual meeting, the Elections/Government/District Liaison position shall be responsible for securing candidates to have on the ballot for each open office. Resumes will be completed by all applicants for positions and returned to the Elections/Govt./District Liaison by the deadline stated.
6. After receipt of all resumes, eligibility of all candidates shall be verified.
7. Board officers will be presented to the annual conference attendees. Positions will be appointed 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.
9. Board members shall take office immediately after the 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**

 The 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 that IAAP does not endorse the information associated with these links.

**Article VII 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.