

By-Laws of the Iowa Inclusive & Therapeutic Recreation Association

Article I

The name of the affiliation organization is the Iowa Inclusive and Therapeutic Recreation Association, hereinafter called IITRA.

Article II

Members of IITRA must be employed or reside in the State of Iowa, comprising of ninety-nine counties. The address of IITRA will be the address of the current Treasurer.

Article III

Purpose

IITRA was established to further the objectives set forth in the Articles of Incorporation by serving as an advocate for the Therapeutic Recreation profession in order to promote the health and well being of the public through service, education, research, and the development and enforcement of standards. IITRA reserves the right to affiliate as a chapter of the American Therapeutic Recreation Association, also known as ATRA, upon IITRA Board Approval.

Article IV

Section 1

Membership Classes

IITRA shall have an individual membership, hereinafter referred to as: 1) professional members, 2) associate members, 3) supporting members, and 4) student members.

Section 2

Qualifications

Individual members: 1) Professional Members are individuals who hold current professional credentials from NCTRC, 2) Associate Members are individuals employed full-time or part-time in the therapeutic recreation field who do not hold current professional credentials from NCTRC, 3) Supporting Members are individuals interested in promoting the therapeutic recreation professional, and 4) Student Members are individuals currently enrolled in a Therapeutic Recreation education program.

Section 3

Members in Good Standing

Individual members: an individual who meets the qualifications for membership in the appropriate classification and registers as a member, has paid the appropriate fee, and agrees to abide by the standards and ethics of the American Therapeutic Recreation Association, is a member in good standing.

Section 4

Rights and Privileges of Members in Good Standing

- A. Individual Members: All members shall receive all correspondence concerning IITRA business and regular meeting minutes upon request to the Secretary.
- B. Professional Members: Professional, Associate, and Student members may chair and serve on committees. The offices of President, Past President, President-Elect, Secretary, Treasurer, Members-at-Large and Regional Representatives of IITRA shall be reserved for professional members and associate members in good standing.

Section 5

Dues

The board of directors of the association shall determine the dues structure and designate the period in which the membership will be in effect.

Section 6

Termination of Membership

Membership in IITRA shall be terminated for the following reason: failure to meet the membership qualification as delineated in Article III, Section 3.

Article V

Section 1

Board of Directors and Officers

The offices of the association shall be a President, Past President, President-Elect, Secretary, Treasurer, two (2) two-year Members at Large, three (3) Regional Representatives, one (1) Media Representative, and two (2) Student Representatives from any Iowa university. The President, Past President, President-Elect, Secretary, Treasurer, Members at Large, Regional Representatives, and Student Representatives shall be elected from among the professional and associate members in good standing in IITRA.

Section 2

Duties of the Officers

The Board shall supervise and direct the affairs of IITRA, shall determine its policies or changes therein, within the limits of the by-laws, and shall actively promote its purposes. It may adopt such rules and regulations for the conduct of its business. A

Board member may vote by proxy with prior advertisement of IITRA issues on hand requiring his/her vote.

- A. The duty of the President of IITRA shall be to guide and direct the organization in its policy-making duties as cited in the charter and by-laws and other usual duties as cited in **Robert's Rules of Order, Revised**.
- B. The duty of the Past President shall be to maintain board continuity in the decision-making and the organization of the association. The Past President will update the by-laws for the year in office and serve on other committees, as delegated.
- C. The President-Elect of IITRA shall assist the President and act in his/her absence, and organize a minimum of (1) one educational seminar/workshop for IITRA per year.
- D. The Secretary shall perform all duties as cited in the charter and by-laws and other duties as cited in **Robert's Rules of Order, Revised**. The Secretary will record business minutes and maintain membership lists.
- E. The Treasurer shall perform all duties as cited in the charter and by-laws. The Treasurer will be responsible for balance and maintain checking/savings accounts, disburse funds, and documentation of all financial records.
- F. The Media Representative will manage the website, social media accounts, and quarterly newsletter (May, August, November, and February).
- G. The President, Past President, President-Elect elected Membership at Large Representatives, Regional Representatives, and Media Representative Student Representatives shall participate in deliberation on IITRA matters, contribute to formulating decisions, assist in carrying out recommended actions, monitor committee functions, and making reports as required.

Section 3

Executive Committee

The Executive Committee shall include the President, President-Elect, Past President, Secretary, Treasurer. All actions taken by the Executive Committee for the Board between official meetings shall reflect a 3/5 majority vote of the members of the Executive Committee.

Section 4

Meetings of the Board

There shall be six regular meetings of the Board each year (June, August, October, December, February, and April). The first meeting shall be after the Annual Workshop and elections are decided by the Board. A call for a special meeting of the Board may be issued by the president, when deemed necessary or by written request of three members of the Board. Thirty (30) days notice shall be required for all regular meetings. Special meetings of the Board may be called by the President with five days notice.

Section 5

Executive Committee Meetings

Executive Committee Meetings are called by any member of said committee with a 24-hour notice to act on behalf of the entire Board and Membership. Minutes of the Executive Committee meetings shall be distributed at the next regular meeting of the board.

Section 6

Quorum

The presence of a majority of the Board shall constitute a quorum at a regular meeting of the Board.

Section 7

Terms of Office

- A.** The President shall hold office for a period of one year beginning in June following the election and ending in June one year later.
- B.** The Past President shall hold office for one year after serving as president.
- C.** The President-Elect shall serve a term of three years. One year as President-Elect, one year as President, and one year as Past President.
- D.** The Secretary shall hold office for a period of three years.
- E.** The Treasurer shall hold office for a period of three years.
- F.** Two (2) Members at large will hold office for two (2) years, being elected on opposite years.
- G.** The Media Representative shall hold office for a period of two (2) years.
- H.** Four (4) Student Representatives, two(2) from The University of Northern Iowa and two (2) from The University of Iowa, will hold office for one (1) year.
- I.** Each of the following state regions will have one representative elected to serve a three-year term. The title of these elected officers will be Regional Representatives.

State Region Divisions

West 1 – Lyon, Osceola, Dickenson, Emmet, Sioux, O’Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Woodbury, Ida, Sac, Monona, Crawford, Carroll, Harrison, Shelby, Audubon, Guthrie, Dallas, Pottawattamie, Cass, Adair, Madison, Mills, Montgomery, Adams, Fremont, Page, Taylor

Central 2 – Kossuth, Winnebago, Worth, Mitchell, Floyd, Cerro Gordo, Hancock, Pocahontas, Humboldt, Wright, Franklin, Butler, Grundy, Hardin, Hamilton, Webster, Calhoun, Greene, Boone, Story, Marshall, Polk, Jasper, Poweshiek, Warren, Marion, Union, Clarke, Lucas, Ringgold, Decatur, Wayne

East 3 – Howard, Winneshiek, Allamakee, Clayton, Fayette, Chickasaw, Bremer, Black Hawk, Buchanan, Delaware, Dubuque, Jackson, Jones, Clinton, Tama, Benton, Linn, Iowa, Johnson, Cedar, Scott, Muscatine, Louisa, Washington, Keokuk, Mahaska, Monroe, Wapello, Jefferson, Henry, Des Moines, Lee, Van Buren, Davis, Appanoose

Section 8

Unexpired Terms

The President appoints individuals with approval from board members to fill vacancies among officers for the remainder of the unexpired term. Professional and associate members of IITRA in good standing will be empowered to fill vacancies among the Members at Large.

Article VI: Nominations and Elections

Section 1

Nominations Committee

The president shall appoint a committee chairperson who shall select not less than three (3) IITRA members from various geographical areas to serve as members of the committee. The Nominations Committee shall conduct the nomination and election of officers in accordance with the by-laws of the Association and Robert's Rules of Order, Revised.

Section 2

Nominations: The committee shall solicit nominations of one or more candidates for each of the positions to be filled. In selecting the candidate, consideration should be given to professional qualifications, service to the Association and other factors. Each candidate shall confirm, in writing, his/her intent to serve if elected. The Nominations Committee shall present to the Board a slate of candidates for the Board vacancies prior to the annual membership meeting.

Section 3

Election

The slate and ballot will be presented to all members in good standing at the Annual Meeting and voted upon at that time. The candidates receiving the highest percentage of the votes shall be declared elected. In the event of a tie, the officer shall be elected by a majority vote of the Board. The chairperson of the Nominating Committee shall notify all candidates of their status immediately following the tabulation of the ballots.

Section 4

Election Schedule

Election schedule stated in Article IV, Section 7.

Article VII: Committees

Section 1

Standing Committees

The Board shall establish standing committees and the President shall establish such special committees as may be required to further the work of the Chapter Affiliate Organization. Chairpersons of such committees shall be Professional or

Associate members and shall be appointed by the President with the approval of the Board. The committees shall include any interested member of the Chapter. Committee actions will be governed by a majority vote of the board. Committee meetings may be called by the Committee Chairperson. The Agenda is to be sent to all members of the Board and minutes of the Committee meeting shall be distributed at the next regular meeting of the Board.

Section 2

Finance and Budget Committee

The Finance and Budget Committee shall consist of the President, President-Elect, Secretary, Treasurer, and one Member-at-Large appointed by the President and approved by the Board. The Treasurer shall chair the Finance Committee which shall prepare the annual budget, monitor, and report to the Board on the financial status of the organization.

Section 3

Conference Planning Committee

The Conference Planning Committee shall consist of the President-Elect, one Member-at-Large appointed by the President and approved by the Board, and the three Regional Representatives. The President-Elect shall chair the Conference Planning Committee and shall be responsible for planning of the annual conference including the recruitment of speakers, registration, and the conference budget.

Section 4

Media Committee

The Media Committee shall be chaired by the Media Representative. The Media Chair shall appoint additional members to the committee to assist with management of the website, social media sites, and the quarterly newsletter.

Article VIII

Section 1

Liaisons

The organization shall develop formal and informal liaisons with other organizations whose purposes are consistent with the organization. This will include collaborations with the various colleges and universities across the state.

Article IX

Section 1

Annual General Membership Meetings

There shall be an annual meeting of IITRA. Notice of such a meeting shall be announced in the IITRA Newsletter at least thirty (30) days before the time appointed for the meeting.

Section 2

Special Membership Meetings

Special membership meetings may be called by the Board. Upon written request of thirty (30) percent of the voting membership of IITRA, the Board shall call a special membership meeting. Notice of such meeting shall be mailed to all members of IITRA at least (30) days before the time appointed for the meeting.

Emergency membership meetings may be called by the board upon the written request of thirty (30) percent of the voting membership of the Chapter. If time does not permit written notification, a telephone call may be substituted.

Section 3

Quorum

Voting members present at any duly called membership meeting shall constitute a quorum.

Article X

Section 1

Parliamentary Authority

- A. Robert's Rules of Order, Revised, shall govern IITRA in all cases to which they are applicable.
- B. Amendments to the IITRA By-Laws may be made by two-thirds (2/3) majority of all voting members in good standing present at any duly called membership meeting, with at least thirty (30) days prior notification.

Article XI

Section 1

Dissolution

After dissolution of the organization, the Board of Directors or as they may be called the members of the Board shall, after paying or making provision for payment of all the liabilities of the organization, dispose of all assets of the organization organized and operated exclusively for charitable, education or scientific purposes as shall, at the time qualify as an exempt organization under Section 501(c)(6) of the Internal Revenue Code 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Directors or as sometimes known herein as the Board, shall determine.