

By-Laws of
Iowa Pyrotechnic Association
An Iowa Non-profit Corporation
Est. November 1992
Revised November 2007
Revised March 2009
Revised May 2013

Article I. Name

Section 1. The name of this association is the Iowa Pyrotechnic Association, and it is sometimes referred to in these bylaws as the IPA or the Association.

Article II. Purpose

Section 1. The purpose of the association shall be to promote and encourage safe, legal and artful pyrotechnic operations in the state of Iowa, through training, demonstration and exchange of information.

A. Safety

The association will follow safety guidelines as established by the Iowa Pyrotechnic Association and any applicable Federal, State, and local laws.

B. Professional Development

The association will promote the professional development of its members by training in all aspects of safe pyrotechnic design, construction, and use, and will work toward the goals of its interested members.

C. Information

The association will serve as a clearinghouse for members in information exchange and technical assistance related to pyrotechnics.

D. Representation

The association will represent the interests of members involved in the art of pyrotechnics.

Article III. Membership

Section 1. Approval

Any person may be admitted to the Association provided that he/she shall have paid membership or admission fees, as required by the bylaws, the articles of incorporation and any rules and all regulations adopted by the executive committee and approved by the membership concerning qualifications of members and have reached the age of eighteen (18) years. A person's annual membership may include their spouse/significant other and children under the age of eighteen (18) years. However, to be counted as members and eligible to vote, they must be listed on the roster. Children under the age of eighteen (18) years are non-voting members.

Section 2. Membership Safety

Members agree to abide by the safety rules adopted by the association and applicable Federal, State, and Local laws.

Section 3. Membership benefits

Membership benefits will include receiving newsletters and other information of interest, attendance of meetings, training, and other such benefits as established by the membership of the association.

Section 4. Membership Termination

Membership will be terminated when member displays conduct not in the best interest of the association. Termination will be accomplished by a majority vote of the general membership.

Article IV. Officers

Section 1. General Powers

The business and affairs of the association shall be managed by its officers. The officers shall, in all cases act as an Executive Committee, and they may adopt such rules and regulations for the conduct of their meeting and the management of the association as they may deem proper, consistent with these by-laws and the laws of this state and subject to the approval of the membership.

Section 2. Number

The number of officers of the association shall at all times be at least three (3), with a maximum deemed necessary by the membership.

Section 3. Duties, Qualifications, and Terms of Office

The membership shall elect from among their members, a President, 1st Vice President, 2nd Vice-President, Secretary and Treasurer at the annual February meeting of the members. Terms shall be staggered so that the election of the President, 2nd Vice President, and Secretary shall occur on even years, and the 1st Vice President and Treasurer shall be elected on odd years. The officers will serve for two years, unless the office is vacated sooner. No member can hold more than one office concurrently.

A. President

The President shall be the principal executive officer of the association and, subject to the control of the membership, shall, in general, supervise and manage all of the business and affairs of the association. The President shall, when present, preside at all meetings of the membership and the executive committee, from the membership appoint committee chairs, and in general, shall perform all duties incident to the office of president and such other duties as may be prescribed by the executive committee, with approval of the membership.

B. 1st and 2nd Vice President

The Vice Presidents shall perform all duties of the President in the President's absence and shall perform such duties as assigned by the President, executive committee, or voting membership. The 2nd Vice President shall oversee the operation of the committees and serve as the "sergeant of arms" for the meetings.

C. Secretary

The Secretary shall keep minutes of meetings in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws, or as required, be custodian of the association records. The Secretary may be assigned to perform extra duties from time to time by the President, Executive Committee, or members of this association.

D. Treasurer

Treasurer will be responsible for, all funds of the association; receive and give receipts for, monies due and payable of the association, from any source whatsoever, and deposit all such monies in the name of the association in such banks or other depositories as shall be selected in accordance with these by-laws, and in general, perform all the duties as from time to time may be assigned to him/her by the President, Executive Committee, or members of this association.

Section 4. Election of Officers

A. Nomination

The nomination period will be announced at the late summer meeting (usually in August or September). At the fall meeting, formal nominations will be accepted from the floor. Additional nominations will be accepted throughout the nomination period. However, all nominations must be confirmed by a signed written letter from the candidate and submitted to the Secretary by the end of November. A written ballot of the eligible candidates shall be prepared by the Executive Committee, with confirmed acceptance by the candidates, prior to the meeting.

B. Election

The normal election process will be conducted at the regular February meeting. The election shall be conducted by secret ballot. Every member in good standing will receive an official ballot. The eligibility of members to vote must be verified. The President shall appoint two (2) Tellers, none of whom shall be candidates, to have charge of the proper conduct of the election. Any candidate shall have the right to have an observer present at the counting of the ballots. At least one (1) Teller shall open and count the ballots and prepare a tally sheet. The total of each candidate's vote shall be recorded and signed by the Tellers and delivered to the President at the meeting. The President shall read the results to the membership at the meeting. Those candidates receiving the highest numbers of votes shall be declared elected. If there is only one candidate for any office, the President shall dispense with the requirement of a secret ballot vote for that office and ask for an oral vote from the qualified voters. In the event of a tie vote for any office, a special run-off election shall be conducted, as soon as practical.

Section 5. Removal from office

Any officer or agent elected by the membership may be removed from office, only by the membership, by two thirds (2/3) vote, whenever, in the judgment of the membership, the best interests of the association would be served there-by.

Section 6. Vacancies

If a vacancy occurs in any office because of death, resignation, removal, disqualification, or otherwise, the Executive Committee will nominate candidate(s) to fill the unexpired portion of the term. The candidates shall be elected by a majority vote of the membership at the next regular meeting. Vacancies shall not be filled if they occur within 90 days of the regular election. However, should a vacancy occur in the office of President, the 1st Vice President shall assume the remaining term of the office of President, and the 2nd Vice President shall assume the remaining term of the office of 1st Vice President. In such case, a new 2nd Vice President appointed according to the above process.

Article V. Meetings

Section 1. Regular and Special Meetings

Regular meetings of the general membership shall be held bi-monthly, with exceptions as may be determined by the membership. The time and place of such meetings will be delivered to the membership by written or electronic notification. At such general business meetings officers may conduct normal business of the Association, by majority vote, except as provided by these by-laws. Special meetings of the membership may be held if deemed necessary by the membership or the Executive Board and sufficient notice has been given according to the procedure set forth in these bylaws.

Section 2. Notice of meetings

Printed or electronic notice stating the place, day, and hour of the meeting, and in the case of a special meeting, the purpose, or purposes for which the meeting is called, shall be delivered not less than five (5) nor more than thirty (30) days before the date of the meeting, either personally, mail or electronic communication, or at the direction of the President, 1st Vice-President, 2nd Vice President, Secretary or Treasurer. If mailed, such notice shall be deemed delivered when deposited in the United States Mail, so addressed, with postage pre-paid. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting, except when a member attends a meeting for the expressed purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 3. Quorum

A. General meeting

A quorum, at a meeting of the general membership shall consist of at least ten (10) members plus a majority of the members of the Executive Committee.

B. Executive meeting

At any meeting of the Executive Committee, a majority of elected officers shall constitute a quorum for the transaction of business, but if less than said number is present at a meeting, a majority of the officers present may adjourn the meeting without further notice.

Section 4. Order of meetings

The President or his/her appointee shall preside at the meetings. All meetings shall be conducted according to Robert's Rules of Order Newly Revised, except as provided by these by-laws. A Parliamentarian may be appointed by the President as deemed

necessary. At a meeting, the membership, may temporarily suspend the rules of order (excluding bylaws) by a 2/3 vote, as they see fit.

Section 5. Order of Business

The order of business at all meetings of the general membership shall be as follows:

1. Reading of minutes of a proceeding meeting
 2. Reports from Secretary
 3. Financial Reports from Treasurer
 4. Reports from officers and committees
 5. Old business
 6. New business
- A.** Debate on all questions shall be limited to five (5) minutes for each member until all members that wish to debate, have had a chance to be heard.
- B.** The Time of Reports shall be limited to ten (10) minutes; guest speakers will be handled as the situation arises.
- C.** Any member who attends a meeting in an intoxicated condition, creates a disturbance, or becomes unruly shall lose their voice and his/her right to vote at said meeting by order of the President, subject to the challenge of the membership.

Section 6. Minutes

The Secretary, or in his/her absence, a member chosen by the President, shall keep minutes of all business meetings.

Article VI. Committees

Section 1. Standing Committees

The President, with the consent of a majority of the executive officers, may appoint standing committees, consisting of such officers or members and for such terms and with such powers and duties, as it shall in its discretion determine. Said standing committees shall consider such specific matters and perform such specific functions as the executive officers may, in its discretion, prescribe. The standing committees shall be:

1. Membership Services
 2. Safety and Medical
 3. Seminars and Education
 4. Governmental Affairs
 5. Newsletter
- A.** The Safety and Medical committee shall be established to oversee and insure safe shooting at a selected site when applicable at association activities. It will establish a written safety policy, in compliance with, Federal, State and Local laws. The chairman will be appointed by the President, with approval from the membership.
- B.** The Newsletter chairman, also referred to as the editor, shall distribute to the membership, and qualified interested parties, a newsletter that contains pyrotechnic related information. The editor will see that the newsletter is edited, published, and distributed to members who are in good standing. The costs for printing and mailing of the newsletter are to be paid out of the general fund. The editor shall consult with

other officers when publishing material that could cause harm to the association. The chairman will be appointed by the President, with approval from the membership.

Section 2. Special Committees

The President, consistent with Article IV, Section 3.B., may from time to time appoint Special Committees of two or more Officers or Members for the performance of such duties and with such powers as may be prescribed and lawfully delegated to them. The chairman of such a special committee will be appointed by the President, with approval from the membership.

Article VII. Contracts, Loans, Checks, and Deposits

Section 1. Contracts

The membership may authorize any officer, officers, agent, or agents to enter into any contract, or execute and deliver any instrument, in the name of, and on behalf of, the association. Such authority may be general or confined to specific instances, i.e. permits, insurance etc.

Section 2. 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 a resolution of the membership. Such authority may be general or confined to a specific instance.

Section 3. Checks, Drafts, Etc

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the association, shall be signed by such officer, or officers, and in such a manner as from time to time be determined by the membership. The Treasurer must be notified of ALL transactions immediately.

Section 4. Spending limits

The Treasurer shall be limited to spending up to and including five hundred dollars (\$500.00) between meetings. The membership must approve of any expenditure by the Treasurer at the next business meeting. Neither the Treasurer nor any other officer will be allowed to spend any money, unless the previous expenditures are approved by the membership at the business meeting. A majority of the membership, in attendance at a business meeting must and may approve any expenditure over five hundred dollars (\$500.00)

Section 5. Deposits

All funds of the association not otherwise employed, shall be deposited to the credit of the association, in a federally insured bank or trust company, or other depositories as selected by voting members of the association.

Article VIII. Fiscal Year

Section 1. The fiscal year for the association shall be from January 1st to December 31st of each year.

Article IX. Amendments

Section 1. The by-laws may be amended, altered or revised only in conformity with the following procedure:

- A.** A resolution or motion, in writing, calling for amendment(s), alteration(s), or revision(s) shall be presented and read to a regular meeting of the membership. It must be seconded by a member other than the presenter.
- B.** The resolution or motion shall then be referred to the Executive Committee for consideration. Following the next Executive Committee meeting, the Executive Committee shall report back to the next regular meeting of the membership with their recommendation(s) for the original resolution or motion.
- C.** It shall require two thirds (2/3) vote of the total voting members present at the meeting of the membership to adopt or approve the amendment(s), alteration(s) or revision(s) to the by-laws.

Section 2. In no event may any amendments be made which would affect the association’s qualification as a tax-exempt organization pursuant to section 501 (c)(3) of the code, or corresponding section of any future Federal tax code.

Article X. Non-Discrimination

Section 1. The association shall not discriminate against any person in any manner on the basis of sex, race, age, religion, sexual orientation, handicap, or ethnic origin.

Article XI. Limitation of liability

Section 1. The membership and officers of this association shall serve without compensation, and shall not be liable for bodily injury, personal injury, or property damage, if the claim for such damages arises from an act committed in good faith, and without willful or wanton negligence in the course of an activity, that is carried on to accomplish the purpose of the Association.

Amended on the 25th day of May, 2013

President – Charles Yedlik	_____
1 st Vice President – John Melcher	_____
2 nd Vice President – Aaron Hull	_____
Secretary – Dianne Hauschild	_____
Treasurer – Jeanne Peiffer	_____