

CONSTITUTION OF THE IOWA POETRY ASSOCIATION INC

ARTICLE I - NAME

The name of this organization shall be THE IOWA POETRY ASSOCIATION INC

ARTICLE II - MISSION STATEMENT

The Iowa Poetry Association, Inc. shall promote interest in and appreciation of POETRY through opportunities for education, publication, writing, performance, and contests. We aim to serve Iowans of all ages, incomes, identities, and experience levels.

ARTICLE III - MEMBERSHIP

Section 1. Any resident of Iowa who writes or is interested in poetry is eligible for membership.

Section 2. Patron Membership entitles the giver to membership with a listing among the patrons in the anthology.

Section 3. Perpetual Patrons, in recognition of long-time service to the Association, shall have life-time patron membership without fees or dues.

ARTICLE IV - OFFICERS

The officers of this association shall be the President, First Vice President, Second Vice President/ Historian, Secretary, Treasurer—these to be selected from among dues-paying members. These officers shall be nominated and elected at the biannual meetings, to serve for a minimum of two years, with possibility of re-election. In the event of a vacancy in any office, the Executive Board shall fill the vacancy.

The President, upon recommendation of the Executive Committee, may appoint assistants whenever deemed necessary to expedite business of the Association.

ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the association, the immediate Past President, the chairpersons of all standing committees and area representatives, and the Editors.

Section 2. The Board shall meet at the call of the President or of any two members of the Board. There shall be one meeting at or around the time of each bi-annual business meeting in April and October. Additional meetings shall be at the discretion of the President and Executive Board, to be conducted at an agreed upon location, or by video/conference call. Some business may be conducted by group email. Four members of the executive board shall constitute a quorum.

Section 3. The Executive Board shall have power to create and appoint any committee it deems necessary and shall serve as the ruling body between bi-annual meetings.

ARTICLE VI - ELECTIONS

The term of office for officers shall be for two years, with possible re-election at the volition of the officer and at the discretion of the Executive Board. The Nominating Chair, with recommendations from the Executive Board, shall announce nominations at the April business meeting preceding the October elections. Further nominations may be made from the floor. Where more than two nominees run for one office and no one receives a majority vote on the first ballot, the nominees shall engage in a run-off. The nominee receiving the majority shall be declared elected. If the Executive Board so decides, the election shall include the votes of absentee members polled by mail.

ARTICLE VII - APPOINTMENT OF COMMITTEES

Section 1. The Editor-in-chief of *Lyrical Iowa* shall be appointed by the President, selected by the standing Editor-in-chief and with Executive Board approval.

Section 2. The appointment of all standing committees shall be made by the President, but with confirmation of the Executive Board. Temporary committees shall be appointed by the President.

ARTICLE VIII - MEETINGS

Section 1. The bi-annual meetings shall be held in April and October for the purpose of receiving reports, electing officers, conducting any other business that may arise, and for holding a literary program.

Section 2. Twenty members shall constitute a quorum.

Section 3. In an emergency, the officers, by a majority vote, may change the date of the meetings, but must notify all members sufficiently in advance.

ARTICLE IX - AMENDMENTS

Amendments to the Constitution and By-Laws may be made at any meeting, provided the proposed amendment is filed with the Secretary at the preceding meeting. In order that the proposed amendment may be adopted, it shall receive a vote of confirmation by two-thirds majority vote of those present.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules in *Robert's Rules of Order, Revised* shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

ARTICLE XI - NON-PROFIT STATUS

Section 1. The Iowa Poetry Association Inc is exempt from federal income tax under Internal Revenue Code Section 501(c)(3). Donors can deduct contributions they make under IRC Section 170. This Association is also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This Association is further classified as a public charity under IRC Section 509(a)(2).

Section 2. No part of the net earnings of the organization shall be used to the benefit of any member, nor shall the organization attempt to influence legislation, participate in or intervene in (including by publishing or distributing statements) any political campaign for or against any candidate for public office.

ARTICLE XII - DISSOLUTION

In the event of dissolution of this Association, whether by voluntary agreement or by operation of law, all assets, less any indebtedness thereon, shall be used to promote interest in and appreciation of poetry among Iowans through one or more organizations or associations of the State of Iowa which operate within the requirements of Section 501(c)(3) of the Internal Revenue Code.

(Revised February 2024)

BYLAWS and OPERATIONS OF THE IOWA POETRY ASSOCIATION INC

ARTICLE I - DUTIES OF OFFICERS

Section 1. The President shall preside at all state-wide meetings, call Board meetings, appoint standing committees, direct the work of the other officers, help plan the year's projects, select critics for workshops or talent for literary programs, and prepare the agenda for these programs and meetings.

Section 2. The First Vice-President shall work closely with the President, shall fill the post of the President when the latter is unable to do so, and shall recruit Area Representatives to aid in the promulgation of the Association, its contests, membership benefits and publications.

Section 3. The Second Vice-President shall serve a Historian for the Association, keeping a publicity scrapbook and other materials related to the association and its members. The Historian shall also aid in preservation projects for the association.

Section 4. The Secretary shall keep a record of all accounts of the bi-annuals business meetings and programs, as well as keep a careful record of all Executive Board meetings, including any transactions of business by mail, email, video or telephone which shall be reported to him/her by the President.

Section 5. The Treasurer shall receive all dues and contributions as well as monies from book sales and workshop/event registrations, received and recorded through the Editor-in-chief. The Treasurer shall keep records of same and deposit funds in a reputable bank. The Treasurer shall also receive monthly records of all funds received by the Poetry Palooza group deposited to a separate Iowa Poetry Association Inc doing business as Poetry Palooza account. The Treasurer shall, through the request of the Editor-in-chief, pay all bills, reimbursements, fees, sponsorships, and any other expenses and render an account of same to the membership at the biannual meetings and make a written report available at all meetings. If required, auditors shall be appointed by the Board to audit the account.

Section 6. It shall be the duty of the Vice-President, the Editor-in-chief and the Area Representatives to publicize the annual contests of the Associations, to seek out additional membership and patrons, and to promote the organization in their home communities and elsewhere in any way they can.

ARTICLE II- EDITORS

Section 1. The Editor-in-chief of *Lyrical Iowa* shall be appointed by President, selected by the standing Editor-in-chief with Executive Board approval. The Editor-in-chief, as Contest Chair, shall appoint the school/college editors with Executive Board approval. The Editor-in-chief shall invite at least two competent persons to assist in selecting poems for the annual anthology.

Section 2. As Contest Chair, the Editor-in-chief shall determine the contest rules, the contest divisions and categories and the prize amounts, with confirmation of the Executive Board. In consultation with the President, the Editor-in-chief shall make the final decision in all matters relating to the contest including contest advertising, winner recognition and award distribution as well as the content, format and sale of the anthology. Judges for each category of the adult division shall be selected by the Editor-in-chief. Award sponsors for all divisions and categories shall be solicited by the Editor-in-chief.

Section 3. The College, High School and Grade School Editors shall have charge of their respective divisions, under the direction of the Editor-in-chief, and shall select the judges for their respective divisions. They shall work through the schools, seeking as wide response as possible from the youth of Iowa and encouraging contestants and teachers. In this work they shall be assisted by the Area Representatives. (See ARTICLE III, Section 4)

Section 4. The Editor-in-chief, the Grade School, High School and College Editors, shall be members of the Executive Board. Members of the editorial staff shall be members ex officio of the Iowa Poetry Association Inc.

Section 5. In recognition of services, the Editor-in-chief shall receive an honorarium as determined each year by vote of the bi-annual business meeting in October.

ARTICLE III - STANDING COMMITTEES

Section 1. Standing committee chairpersons:

- a. Chairpersons appointed by the President and Executive Board Members, on the recommendation of the standing committee members, may include a chairperson for Nominations, Communications, IPA LIVE Online Series, Spring/Fall Workshops, Teacher Liaison, Poetry Slam, Area Representatives, Poetry Palooza, Webmaster and others as required.
- b. A chairperson may appoint other members to assist on his/her committee.
- c. A chairperson shall report the activities of their committee, make recommendations, request funding/budget, if required, at executive board meetings; these shall be duly discussed and considered for approval by the Executive Board.
- d. The duration of each appointment as chairperson will be two years, extended with the approval of the Executive Board.
- e. The chairpersons of all standing committees shall be members of the Executive Board for their term.

Section 2. The Nominations Chairperson shall present a slate of officers at the business meeting as needed to replace those whose terms are expiring. These shall be selected with due consideration of the ability of the candidates to serve the welfare of the organization. The chairperson of this committee shall be a member of the Executive Board.

Section 3. The Communications Chairperson shall be responsible for compiling information for distribution in the quarterly newsletter and through the Iowa Poetry Association's Facebook page. These receive approval from the Editor-in-chief prior to publication. The Communications Chairperson shall be a member of the Executive Board.

Section 4. The Chairperson of the IPA LIVE Series of mini-workshops and readings shall maintain a reimbursable subscription of Zoom (or similar) video-conferencing for the monthly online programs offered free of charge to IPA members. The chairperson shall invite speakers/teachers/readers to participate in programs approved by the executive board and advertised in advance by email, newsletter and website. If speaker fees are requested, these may be individually sponsored; the executive board must approve any IPA-paid fees in advance, or approve a budget for such expenses.

Section 5. The Spring/Fall Workshop Chairperson shall help in recruitment of critics and readers, confirm reservation of workshop location and catering, with approval of executive board. The chairperson shall receive poems and registrations (fees are sent to Editor-in-chief), shall send poems to critics and readers in advance, as well as return poems and critiques to participants after workshop. The day of the workshop, the chairperson shall oversee registration, events, and catering.

Section 6. The Poetry Slam Chairperson shall organize, direct and oversee the series of three to six qualifying slam competitions across Iowa for the purpose of determining an IPA Poetry Slam Champion to compete at the annual National Federation of State Poetry Societies BlackBerry Peach National Slam Championship (location/dates determined by NFSPS annual convention).

Section 7. There shall be a large committee of Area Representatives, covering as many counties of Iowa as possible. Of these, one Area Representative may be appointed by the President as Chairperson and shall be a member of the Executive Board. Area Representatives are tasked with spreading word of the Association and Lyrical Iowa Competition by following up press releases and contest distribution with local media and community resources.

Section 8. The Webmaster shall upload information to the Iowa Poetry Association website at <https://www.iowapoetry.com> on the direction of the President and/or the Executive Board to promote membership, the Lyrical Iowa annual contests, IPA LIVE, IPA Poetry Slams, sales of Lyrical Iowa anthology, biannual workshops, teacher resources, opportunities for poets, as well as any other pertinent information, and to promulgate the association's mission.

Section 9. The Poetry Palooza Committee:

- a. The Poetry Palooza Committee shall have a Chairperson who shall organize, direct and oversee its various poetry performance events, including but not limited to pop-up poetry readings, Poetry on the Prairie (as part of the annual Art on the Prairie in Perry, IA), and Poetry Palooza in April. Poetry Palooza Chairperson may designate a Liaison who shall assist the Chairperson and who shall also be a member of the Executive Board. Poetry Palooza shall maintain its own website, social media accounts, advertising, fund-raising, correspondence, databases while also continuing collaborations with the Iowa Poetry Association Inc as appropriate.
- b. Poetry Palooza shall maintain a separate IPA bank account (IPA doing business as Poetry Palooza) for income and expenses. Signatories shall include the IPA Treasurer and Editor-in-chief, and Poetry Palooza Chairperson and Liaison, and may include a third Poetry Palooza committee member. Deposits shall be made and recorded by a Poetry Palooza Chairperson or committee members and reported monthly to the IPA Treasurer in a format mutually agreed upon by both parties. Bills, expenses, reimbursements shall be forwarded / reported to the Editor-in-chief to request payment by the IPA Treasurer. All monies generated by and paid by Poetry Palooza shall be through this separate account.
- c. Poetry Palooza shall identify that their group is a member of The Iowa Poetry Association Inc on their website and on social media accounts (for example, in About Poetry Palooza section). Poetry Palooza shall include The Iowa Poetry Association Inc logo in publications, flyers, and other advertising, and/or include such wording as "with the support of the Iowa Poetry Association Inc." In the spirit of sponsorship and collaboration, the Iowa Poetry Association shall promote all Poetry Palooza events on IPA's website, newsletters and social media accounts.
- d. Dissolution of the Poetry Palooza Committee:
 1. If both the Poetry Palooza Committee and the IPA Executive Board decide at some future time that Poetry Palooza no longer wants to exist, the IPA shall dissolve the committee and any resources secured by Poetry Palooza will default to the Iowa Poetry Association Inc.
 2. If the IPA Executive Board decides to dissolve the Poetry Palooza Committee and Poetry Palooza wishes to continue to function separately, Poetry Palooza shall separate from IPA and shall keep the resources in their separate account with any new entity they should form. Poetry Palooza shall provide proof of continuing activities/function for two years following separation to validate that there is no misappropriation of funds.
 3. In both situations, ninety days notice prior to dissolution shall be required.

ARTICLE IV - MEMBERSHIP DUES

Regular membership dues shall be eight dollars (\$8.00) annually, patron membership dues shall be fifteen dollars (\$15.00) or more. All memberships shall become due on October 1st. The Editors and the Perpetual Patrons shall be exempt from payment of dues by reason of services rendered to the Association.

ARTICLE V - DISCONTINUANCE OF MEMBERSHIP

Any member may be automatically dropped from the rolls of the Association for failure to pay dues by April 30th following the Oct 1st due date.

ARTICLE VI - AFFILIATIONS

Section 1. An annual per member contribution of \$3.00 (or as designated by NFSPS) shall be sent to the National Federation of State Poetry Societies, Inc., on or before March 15th, in recognition of affiliation of the Iowa Poetry Association Inc with the Federation. This makes Iowa Poetry Association Inc. members also members of NFSPS and eligible to participate in contests at the special member rate.

Section 2. An annual gift (at the contemporaneous associate level) shall be made to the Academy of American Poets in recognition of affiliation of the Iowa Poetry Association Inc. with the Academy.

(Revised February 2024)