

IOWA CORRECTIONS ASSOCIATION

BY-LAWS

**Updated
01/01/2022**

ICA Bylaws

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ARTICLES OF INCORPORATION

Article I

- Section 1. The corporation shall be called the Iowa Corrections Association (ICA).
- Section 2. The Iowa Corrections Association is a non-profit corporation as defined in the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa.

Article II

- Section 1. The address of the registered offices in the State of Iowa shall be North Central Correctional Facility, 313 Lanedale, Rockwell City, IA 50579.
- Section 2. Its registered agent at said address is Terra Barrett, Treasurer.

Article III

- Section 1. This corporation is organized solely for the charitable and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code more specifically set forth as follows:
- a. To provide an organization representative of public and private agencies and those individuals engaged in work related to the field of corrections.
 - b. To provide a forum for the discussion of statewide corrections problems and to promote the Association as a medium for problem solving through which members may pool their resources to meet challenges beyond individual capabilities.
 - c. To strengthen and increase the recognition of corrections as a profession and to contribute to professionalism within the field of corrections.
 - d. To provide technical advice or assistance on request for promotion of positive changes in those laws governing the criminal justice system and the correctional process and to assist in interpreting corrections legislation.
 - e. To provide activities and information which will foster interest in all areas of corrections to include: correctional institutions; facilities for juveniles; and juvenile and adult non-institutional services including pre-trial programs, probation, parole, community residential centers and pertinent ancillary services and programs.

- f. To promote the coordination of correctional organizations, agencies, programs and services for the purpose of reducing the fragmentation and duplication of effort while increasing the efficiency of correctional services on a statewide basis.
- g. To assist correctional programs in striving for both state and national accreditation.
- h. To promote Iowa standards relating to services, facilities, and management within the criminal justice fields.
- i. To foster the acceptance of standards of conduct and a code of ethics for professional members within the field of corrections.
- j. To assist in the development of or sponsorship of correctional conferences, congresses, institutes, forums, seminars and other meetings on the national, regional, state and local levels.
- k. To help secure effective citizen and legislative support for prevention, control and remediation of crime and delinquency.

Section 2. No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article IV

The Association shall be governed by the Board of Directors elected in accordance with the Association By-laws.

Article V

Section 1. Individuals shall be admitted to membership in the Association as provided by the By-laws.

Section 2. Membership shall be available to individuals regardless of race, creed, color, or sex, religion, sexual orientation, national origin, age or physical/mental disability.

Article VI

No part of the earnings of the Association shall inure to the benefit of or be distributed to its members, Board of Directors or other private person, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III of the Articles of Incorporation.

Article VII

The business affairs and the programs of the Association shall be conducted on a nondiscriminatory basis.

Article VIII

These Articles of Incorporation may be amended at any meeting of the Members of the Association, a quorum being present, by an affirmative vote of two-thirds of those Members present, provided the Members have been given written notice of the amendment by the Secretary one month in advance of this meeting.

Article IX

Upon dissolution of the Association, the Board of Directors shall, after paying or making provisions for payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

4/89
Reviewed March 1995
Revised May 2007
Revised October 2012
Revised February 2013
Revised July 1, 2015
Revised July 1, 2021
Reviewed December, 2021

ASSOCIATION BY-LAWS

Article I

- Section 1. The Board of Directors has sole authority for the use of the Association name and/or logo in conjunction with or in sponsorship of any event, program, conference or product.
- Section 2. The Board of Directors shall establish, maintain and execute policies and procedures that strictly adhere to the Iowa Nonprofit Corporation Act, Chapter 504A of the Iowa Code.

Article II

- Section 1. The Board of Directors shall maintain an up to date filing of the Registered Office address and Registered Agent of the Association with the Secretary of State and with the County Recorder in the county where the registered office is located, in accordance with the Iowa Nonprofit Corporations Act, Chapter 504A of the Code of Iowa.
- Section 2. The President of the Association shall designate the principal office of the Association upon taking office and all correspondence during the course of the President's term shall be directed to that address.

Article III

- Section 1. The Board of Directors shall establish, maintain and execute policies and procedures that strictly adhere to Section 501(C)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).
- Section 2. The Board of Directors shall develop job descriptions, assign duties and designate expenditures for the furtherance of the purposes of the Association.
- Section 3. The Board of Directors, and standing committee chairs or ad hoc committees appointed by the President and approved by the Board of Directors, shall conduct research, develop training, develop legislative recommendations, provide technical advice, disseminate information, coordinate activities and provide planning to and for the Association.
- Section 4. The Board of Directors shall provide information and/or make recommendations to the Membership regarding policies, procedures, affiliations and activities, proposed or developed, for the furtherance of the purposes of the Association.

Article IV

Section 1. The Board of Directors shall consist of the President, President-Elect, Vice-President, Treasurer, Secretary and six (6) At-Large Members.

- a. All Members of the Board of Directors shall be Members in good standing of the Association.
- b. The terms of the office of the Board of Directors shall be from July 1 through June 30.
- c. The Officers of the Board of Directors shall serve two (2) year terms.
- d. The At-Large Members shall serve for two (2) years with three (3) members being elected annually.
- e. The President-Elect, Vice-President and Secretary shall be elected in even years. The Treasurer shall be elected in odd years.

Section 2. The Board of Directors shall be elected by a vote of the Membership conducted in conjunction with the annual spring meeting.

- a. The Nominations/**Elections** Committee shall solicit candidates to run for the Board of Directors and prepare the ballot to be presented to the Membership of the Association.
- b. All members of the Association shall be mailed or emailed a ballot no less than thirty (30) days prior to the annual spring meeting.
- c. No nominations shall be accepted from the floor at the Association meeting, but Members retain the option on writing in candidates of their choice.
- d. The ballot may be cast at the annual spring meeting, by mail or by on-line balloting, as long as the returned ballot is postmarked no later than seven (7) days prior to the start of the annual spring meeting.
- e. Procedures for counting ballots shall be established by the **Nominations**/**Elections** Committee in accordance with the procedures outlined in Robert's Rules of Order, Newly Revised.
- f. A plurality of votes cast shall elect a candidate.
- g. In the event of a tie, the Board of Directors shall select one of the persons by secret ballot at a meeting prior to the announcement of the election results.
- h. When the results of the election are determined, they will be presented to the President for immediate announcement and/or posting.

Section 3. The Board of Directors shall maintain a full complement of Officers and At-Large Members.

- a. A Board of Directors Member may resign at any time by giving written notice to the President of the Association.
- b. If any Board of Directors Member fails to attend two (2) consecutive meetings without being excused by the President for good cause, he/she may be terminated as a Member of the Board of Directors by written notification by the Board.
- c. In the event of a vacancy in the office of President, the President-Elect shall inherit that office for the unexpired term and shall remain in that office for the remainder of their term.
- d. In the event of a vacancy in the office of the President-Elect, the Vice- President shall have the powers and duties of the President-Elect. An election for the office of President shall occur at the time of the next general election as provided in Section 2 of this By-Law.
- e. In the event of a vacancy in the offices of Vice-President, Secretary, Treasurer, or among the At-Large Members, the President shall recommend a replacement for this position to the Board of Directors, who shall vote to approve/deny this appointment. In the event of a tie between the two individuals, the Board of Directors shall select one of the persons by secret ballot at the next scheduled meeting.

Section 4. The Board of Directors shall manage the property and affairs of the Association and shall transact any business of the Association in the interim between meetings of the Association.

- a. The President shall serve as the Chairperson of the Board of Directors, preside at all meetings of the Association, act as the Association representative to affiliate organizations, evaluate, propose and appoint standing committee chairs and ad hoc committees to the Board of Directors for approval and execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.
- b. The President-Elect shall have the powers and duties of the President in the absence or disability of the President, shall assume the office of the President upon the expiration of the President's term of office and shall execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.

- c. The Vice-President shall have the power and duties of the President-Elect in the absence or disability of the President-Elect, assure that the By-Laws of the Association are current and amended in compliance with Article VIII, and execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.
- d. The Secretary shall be responsible for all records of the Association, take and prepare minutes of Board of Directors and Association meetings, and execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.
- e. The Treasurer shall be responsible for all financial records of the Association, and execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.
- f. The At-Large Members shall serve as liaisons between the Board of Directors, the Membership, and standing and ad hoc committees; assist in communication and fiscal monitoring, and execute such other duties and responsibilities as designated in the job description approved by the Board of Directors.

Section 5. The Board of Directors shall meet no less than once quarterly at a time and place determined by the President or by no less than one-third of the Board of Directors.

- a. Notice of each meeting shall be given to the members of the Board of Directors not less than fourteen (14) days prior to the date of the meeting.
- b. The Board of Directors meetings, except those meetings or parts of meetings designated as "executive sessions" by a quorum of the Board of Directors, shall be open to the Membership of the Association and to the public.

Section 6. The Board of Directors shall set the dues of the Association for each category of membership and is authorized to adopt, modify and revoke such rules and regulations as it may deem necessary and appropriate with reference to the admission and classification of Members, provided that such rules and regulations are in accordance with the Iowa Corrections Association and shall not be effective until they have been ratified at the next meeting of the Members of the Association. These fees shall provide membership and privileges in the Iowa Corrections Association.

Section 7. The Board of Directors shall have a quorum, consisting of not less than one third of the qualified members, prior to conducting business at any scheduled meeting.

Article V

- Section 1. An individual shall be considered a Member in good standing, in the appropriate designated classification, when dues are up-to-date and the member is in compliance with any established ICA rules or regulations.
- Section 2. Types of Membership: The Board of Directors shall designate membership categories.
- Section 3. Maintenance of Membership: The Board of Directors shall have the power and responsibility to terminate the membership of an Association Member for non-payment of dues or for behavior that conflicts with the Association by- laws.
- Section 4. Membership Fees: There shall be a fee approved by the Board of Directors per calendar year for each category of membership.
- Section 5. A Member in good standing shall be entitled to one vote on each matter submitted to a vote of the Membership at scheduled meetings or, when allowed, through mail or online balloting.
- Section 6. Only persons who are members in good standing, may serve on the Board of Directors, standing or ad hoc committees or on projects directed by the Board of Directors.

Article VI

- Section 1. The fiscal year of the Association shall be from July 1 to June 30.
- Section 2. All funds of the Association not otherwise employed shall be deposited to the credit of the Association in such bank, trust companies or other depositories as the Board of Directors may designate.
- Section 3. The Board of Directors shall establish fiscal procedures to ensure accuracy and accountability in the conduct of the Association's business affairs.
- Section 4. A committee appointed by the Board of Directors shall conduct an audit of the Association financial records at the end of each fiscal year.
- Section 5. The Treasurer shall provide financial reports to the Board of Directors and the Membership at all Association meetings and at such other times as are designated by the Board of Directors.

Article VII

- Section 1. The Association shall hold an annual meeting within the State of Iowa, to be known as the Spring Conference, at such time as the Board of Directors shall designate, and such other meetings as the Board of Directors deems necessary and appropriate.
- Section 2. The Association may send member(s) to National Conferences each year. Expenses may be defrayed by the Association if funds are available.
- Section 3. The Members of the Association shall be notified of the annual meeting and other scheduled meetings at the direction of the President or Board of Directors at least two weeks prior to the meeting.
- Section 4. When notice has been sent to all known and qualified Members that a meeting has been set for a specific time and place, all those present and entitled to vote but not less than ten percent of the Membership, shall constitute a quorum for the purpose of conducting business.
- Section 5. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association where applicable, provided they are not inconsistent with the Articles of Incorporation, the By-Laws or any special rules of order the Association may adopt.
- a. The President shall, with the approval of the Board of Directors, appoint an Association Member familiar with Robert's Rules of Order, Newly Revised, as Parliamentarian.
 - b. The Parliamentarian shall advise and direct the President and membership in the conduct of Association meetings.

Article VIII

- Section 1. The Board of Directors may propose changes in the Articles of Incorporation and shall make recommendations to the Membership regarding proposed amendments to the Articles of Incorporation.
- Section 2. Members of the Association may seek amendment of the Articles of Incorporation by submitting a petition, signed by no less than ten percent of the qualified Membership, to the Board of Directors, stating the requested amendment(s) and asking for a vote of the Membership.
- Section 3. The Board of Directors shall present their recommended amendments or properly petitioned amendments of the Articles of Incorporation to the Membership for a vote as required by the Articles of Incorporation.

- Section 4. The By-Laws may be amended at any meeting of the Association provided that: the proposed amendment has been sent to all qualified Members at least two weeks prior to the meeting, a quorum is present, and an affirmative vote of two-thirds of those present is attained.
- Section 5. The Board of Directors may propose amendments to the By-Laws and shall make recommendations to the Membership regarding proposed amendments to the By-Laws.
- Section 6. Members of the Association may seek amendment of the By-Laws by submitting a petition, signed by no less than ten percent of the qualified Membership, to the Board of Directors, stating the requested amendment(s) and asking for a vote of the Membership.
- Section 7. The Board of Directors shall present their recommended amendments or properly petitioned amendments of the By-Laws to the Membership for a vote as required in Section 4 of this By-Law.

Article IX

- Section 1. The Board of Directors shall post, present and/or distribute an annual report at the Annual Meeting of the Association and online, consisting of:
- a. Assets and liabilities, including trust funds,
 - b. Principle changes in the assets and liabilities, including trust funds, for the preceding year,
 - c. Revenue and receipts, both general and restricted purpose, for the preceding year,
 - d. Expenses and disbursements, both general and restricted purpose, for the preceding year,
 - e. Number of members, including increases and decreases from the preceding year,
 - f. Statement of the place where the names and addresses of the current members may be found.
- Section 2. The Treasurer of the Association shall file an annual report with the Secretary of State as required by the Iowa Nonprofit Corporation Act, Chapter 504A of the Code of Iowa.

Reviewed December, 2021; Revised July 2021; revised February, 2013; revised October 2012; Revised May, 2007; Reviewed March 1995; April, 1989

Job Description

BOARD OF DIRECTORS

Pursuant to Article IV of the ICA By-laws, all Officers shall comply with Section 1, Section 2, Section 3, Section 4, Section 5, Section 6 and Section 7.

ACCOUNTABILITY

Generally, the **President, President-Elect, Vice President, Secretary, Treasurer, and At-Large Members** are accountable to their constituency, the membership of the Association, for the responsible operation of said Association, as outlined in the By-laws. Pursuant to Article VII, Section 4, the Parliamentarian is not necessarily an elected board member or officer. The position is an appointment by the President, upon approval of the board. Said position should also be in compliance with the By-laws and held by an individual knowledgeable of Robert's Rules of Order, Newly Revised.

1. The **President** shall:
 - a. Prepare an agenda in coordination with the Board of Directors and membership and have same personally, or by the secretary, forwarded in a timely fashion prior to any scheduled meeting of the Board of Directors, or general business meeting of the membership;
 - b. Appoint, in coordination with the Board of Directors, liaison persons from the Board to each standing and acting committee of the Association;
 - c. Delegate responsibilities to Board members, as well as the membership, at the direction of the Board;
 - d. Serve as a liaison to local, state and national organizations;
 - e. Provide members regular information via the website updates or through emails to members.
 - f. Submit oral or written reports to the Board of Directors regarding progress toward the goals of the Association;
 - g. In the event of a tie vote of the Board, the President shall break that tie.
2. The **President-Elect** shall:
 - a. Shall recruit chairs for Spring and Fall Conferences to be held during his or her term of presidency, and make recommendations to the Board 18 months prior to any conference;

- b. May contact national affiliates three months prior to assuming the office of President to enable them to re-route mailings, etc;
- c. Shall serve as general liaison to standing committee(s);
- d. Shall prepare for the office of the Presidency.

3. The **Vice President** shall:

Serve as the coordinator of formal documents of the Association, including the formalization of any changes to the by-laws, Articles, Policies, Job Descriptions or other documents to be reviewed, modified, amended and approved by the Board and/or membership, prior to submission to the Secretary for forwarding.

4. The **Secretary** shall:

- a. Take meeting minutes and distribute in final form a copy to all Board members whether absent or present.
- b. Make every effort to locate a legitimate substitute within the Board and advise the presiding Officer of that replacement in the event the Secretary cannot attend a scheduled meeting of the Board of Directors;
- c. Order letterhead and envelopes as needed;
- d. Compile evaluations in coordination with conference and training committee Chairpersons;
- e. Assist Officers of the Association in preparation and forwarding of communications and to forward documents.

5. The **Treasurer** shall:

- a. Follow all established fiscal standards;
- b. Make recommendations to the Board for changes in fiscal policies;
- c. Inform committee Chairs of fiscal policy and procedures and send copies of payment forms;
- d. Inform the Board of Directors of any deviation in fiscal policy and procedures;
- e. Issue checks in accordance with the established/approved budgets;

- f. Prepare Treasurer's Report to present at Board meetings;
- g. Send a copy of the committee ledger to committee Chairs quarterly (October, January, April and July) to ensure balances are acceptable;
- h. Prepare a quarterly report on committee expenditures/income for review by the Board;
- i. Work with conference Chairs to coordinate a budget (ensure nonprofit, tax exempt status is used where appropriate);
- j. File a form 990 – Return of Organization Exempt from Income Tax – if gross receipts are greater than \$25,000 (average for three years), due mid-November;
- k. Ensure Statement of Change of Registered Office and Agent of Iowa Corrections Association is filed with the Secretary of State, State of Iowa in July;
- l. Keep copies of all approved budgets and contracts;
- m. Check to ensure monies are invested so as to attain the best rate of return (IIM, straight checking, etcetera);
- n. Provide checkbook to designated person so that bank statements can be reconciled;
- o. Maintain a current inventory of all association property and merchandise;
- p. Process electronic payments.

6. The **At-Large Members** shall:

Act as liaison to the membership, and standing and acting Committees. Assist in communications and fiscal monitoring.

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 Revised March 1995
 Revised May 2007
 Revised October 2012
 Revised February 2013
 Revised July, 2021
 Reviewed December, 2021

Job Description
COMMITTEE CHAIRPERSONS

Pursuant to Article V, Section 3 of the Association By-laws:

Standing Committee Chairs (generally) shall:

1. Report the status of their committees on an as-requested basis to the Board of Directors;
2. Maintain a fiscally responsible attitude;
3. Submit a budget request to the Treasurer by July 15, following their acknowledgment of nomination;
4. Call all scheduled meetings;
5. Contact and organize interested Associated members to take part in committee activities;
6. Appoint a recorder; maintain and secure records of committee meetings;
7. Contact the Treasurer at the beginning of the fiscal year and maintain contact before pursuing major projects, to enhance communications and clarify expectations;
8. Encourage committee membership from various parts of the state.

The **Awards Chairs** shall:

1. Through contacts with correctional personnel, solicit eligible Association members to submit nominations for awards;
2. Maintain the secrecy of nominees and recipients;
3. Coordinate the preparation and formal presentation of the award.

The **Continuing Education Credits (CEU) Chairs** shall:

1. Coordinate with Conference Chairs and/or other committee chairs who are conducting trainings and sessions for the membership;
2. Compile all information needed for approval of CEUs from state licensing agencies;

3. Submit all information to state licensing agencies in accordance to the timeframe required;
4. Request payment to Treasurer for licensing fee;
5. Prepare sign in sheets for trainings, which include Name and Date of Training, signature lines for attendees and facilitator's signature line;
6. Compile evaluations of trainings;
7. Prepare and distribute certificates to attendees in a timely manner following the training;
8. Compile sign in sheets of training received and copies of the evaluations and send to state agencies granting CEUs.

The **Elections Chairs** shall:

1. Administer the policy of the Association for submission of ballots in accordance with Article IV, Section 2 of the By-laws;
2. Prepare the ballot for voting;
3. Secure the election procedures at the time of the Spring Conference
4. Report the election results to the membership verbally and by publication;
5. Monitor the sanctity of the ballot box.

The **Legislative Issues Chairs** shall:

1. Assist in developing a legislative package on an annual basis;
2. Identify issues, research, and write proposal drafts to be presented to the membership;
3. Finalize the legislative package for printing;
4. Distribute the package;
5. Make presentations of the package as needed (ongoing);

6. Monitor the legislative process via the Legislative Services Agency, networking with key legislators, etc.;
7. Inform the membership of pending legislative issues;
8. Assist in sponsoring the ICA legislative breakfast;
9. Take part in ongoing networking with criminal justice agencies, collateral agencies, organizations and affiliates;
10. Administer Legislative Issues Committee (see Legislative Issues Committee job description).

The **Membership Committee Chairs** shall:

1. Solicit membership for the Association from correctional personnel, students and other interested individuals in and out of the State of Iowa;
2. Maintain a list of active ICA members and actively encourage members to renew their membership;
3. Coordinate mailings and notifications with other Association chairs;
4. Promote membership through innovative programming;
5. Forward financial documents to Treasurer in timely fashion;
6. Forward membership lists to new chairperson and/or standing chairs in a timely fashion;
7. Maintain current membership information and application on the ICA website.

The **Memorials Chair** shall:

1. Prior to the Spring Conference, reach out to Wardens/District Directors/Designees to compile a list of those members, employees of the Department of Corrections, and those employees of the Department of Correctional Services, that have died while employed with the correctional agency or as an active member of Iowa Corrections Association.
2. Prepare a memorial script for each of the members/employees that are included on that list.
3. Order and provide a memorial item/plaque/etc for each of the persons recognized and give this item, with a laminated script of the memorial, to the family present.

4. Coordinate with district and institutional liaisons the family members that will be attending and receiving the memorial item. Ensure there is someone designated to meet the family members and show them where to sit. Ensure the conference co-chairs are notified of the number attending the banquet and ensure a table is reserved for the family members attending.
5. At the spring conference, present the PowerPoint and read each memorial script for each person recognized.

The **Merchandise Committee Chairs** shall

1. Keep a current inventory of ICA merchandise for sale to membership in order to promote ICA;
2. Provide online ordering of merchandise to the extent possible;
3. Submit an annual budget for approval;
4. Provide the ICA treasurer with an inventory of assets to assist with the filing of an annual report with the Secretary of State as required by the Iowa Nonprofit Corporation Act, Chapter 504A of the Iowa Code.

The **Multicultural Awareness Committee Chairs** shall:

1. Promote affirmative action in the hiring and promotion of minorities within corrections;
2. Increase the awareness of ICA members of the unique cultural experiences of minority groups, through the presentation of workshops and other training;
3. Promote and encourage minorities to become active in ICA;
4. Attempt to identify resources within the Department of Corrections and District Departments of Correctional Services which will serve as liaisons for affirmative action;
5. Provide suggestions to the ICA Board of Directors and its various committees for workshops and other training relevant to minority issues;
6. Provide an avenue for persons within corrections to express concerns they have regarding either intentional or unintentional actions demeaning to minority groups or individuals in the corrections system.

The **Nominations Committee Chairs** shall:

1. Through contacts with correctional personnel, including **at least one email** announcement, solicit eligible Association members to submit nominations for available positions on the Association's ballot (see Article IV, Section 2 of the By-laws);
2. Assist potential nominees in preparation for submitting their names in nomination;
3. Forward a list of viable nominees to the Elections Committee no later than sixty (60) days prior to Spring Conference.

The **Publicity Committee Chairs** shall:

1. Encourage ICA membership, participate and support within the organization and the general public;
2. Help improve the public's view of corrections through educational programming;
3. Prepare and forward news releases, when appropriate, concerning ICA membership, specifically in terms of award recipients and election results;
4. Coordinate innovative promotional programming with website information ~~the Rap Sheet~~ and Membership Chairs;
5. Utilize the ICA promotional exhibit for use by the Association to publicize goals.

The **Registration Committee Chairs** shall:

1. **Monitor online pre-registration and process** onsite registration for Spring and Fall Conferences;
2. Collect registration and membership **payments** (work with Membership Committee to verify members paying "Membership Registration Fee" are current members) at conferences and balancing monies received at the end of each registration day;
3. Forward monies to the Treasurer for appropriate disbursement;
4. Collaborate with other committees to ensure that adequate space is allowed in the registration area for other conference functions, specifically in regard to membership promotion, ticket sales, exhibits and elections balloting;
5. Provide Conference Chairs with registration information to include numbers in a timely manner when requested.

The **Training and Workshop Committee Chairs** shall:

1. Assess the training needs of the members and correctional employees;
2. Encourage ICA membership at all training and Workshop Committee functions;
3. Conduct surveys regarding training needs;
4. Solicit input from the training officers of the judicial districts and institutions at annual meetings;
5. Organize and advertise workshops based on current needs;
6. Compile evaluations in coordination with conference and training committee Chairpersons and compile workshop evaluations;
7. Administer the scholarship program according to the Scholarship Guidelines policy.

The **Vendor Committee Chairs** shall:

1. Solicit vendor contracts through local and national contacts;
2. Solicit vendor representation for the Spring and Fall Conferences;
3. Work with the Spring and Fall Conference planning committee co- chairs;
4. When possible, represent the Association at national conferences and attempt to attract vendors to local conferences.

The **Website Committee Chairs** shall:

1. Provide general information to the public about the association;
2. Maintain website with current information;
3. Post information submitted by committee chairs regarding upcoming ICA events;
4. Forward questions or feedback received from the website to the appropriate board member or committee chair.

The **Women in Corrections Committee Chairs** shall:

1. Promote participation and advancement of women in Iowa corrections;
2. Increase women's participation in corrections through communications and networking; Promote awareness and visibility of women's issues in Iowa corrections;
3. Encourage active involvement in legislative and political arenas concerning women in the criminal justice system;
4. Provide access to training;
5. Serve as a resource and liaison for women requesting information about ICA, women's issues in corrections and referrals for program requests.

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