



HANDBOOK



IAPA is building a new future for Activity Professionals in Illinois

Deb Greiner
(773) 744-8138
[www. activities4illinois.org](http://www.activities4illinois.org)

TABLE OF CONTENTS

Contents

BY-LAWS

ARTICLE I – NAME.....	5
ARTICLE II – OBJECTIVES	5
ARTICLE III – MEMBERSHIP	Error! Bookmark not defined.
ARTICLE IV - OFFICERS.....	5
ARTICLE V- BOARDS	6
ARTICLE VI- ELECTIONS AND VACANCIES	6
ARTICLE VII- TERM OF OFFICE	6
ARTICLE VIII- MEETINGS	7
ARTICLE IX - VOTING PRIVILEGES	7
ARTICLE X - BY-LAWS	7
ARTICLE XI - POLICY.....	7
ARTICLE XII - PARLIAMENTARY AUTHORITY	7
ARTICLE XIII - DISSOLUTION	7
POLICIES	16
ARTICLE IV - GOVERNING STRUCTURE	17
ARTICLE V - MEETINGS	17
ARTICLE VI - COMMITTEES	17
ARTICLE VII - AMENDMENTS	17
ARTICLE VIII - PARLIAMENTARY AUTHORITY	17
ARTICLE IX - DISSOLUTION	17
Conference Themes	18
Dorene Award Recipients	19
Larry/Madge Award Recipients.....	19
Administrator/Executive Director Award Recipients.....	19
Gayle Allen-Burket Award	19
Volunteer Award Recipients	19
IAPA CERTIFIED ACTIVITY PROFESSIONALS	20

FACTS ABOUT I.A.P.A.

First organizing meeting, Burr Ridge, IL	October 3, 1979
Official organized	November 14, 1979
Chartered as Illinois non-profit Association	June 3, 1980
Constitution and By-Laws ratified	May, 1980
Dorene Award Instituted	May, 1981
Larry Award Instituted	April, 1986
Larry-Madge Award Instituted	April, 1987
Administrator/Executive Director Award Instituted	April 1988
Hand-In-Hand Award Instituted	1994
Gayle Allen-Burket Scholarship Instituted	March, 1995
Volunteer Award Instituted	1998
Sally Robertson Award Instituted	2014

Membership Dues: \$35 Individual, \$50 Facility

Renewals Annually on September 1st

Newsletter: ILLINOIS ACTIVITIES IN ACTION

OFFICERS

IAPA EXECUTIVE BOARD 2025:

President	Lisa Olson, 703 Harriet St., Dixon, IL 61021 (815) 994-0497 olsonl@kreiderservices.org
Vice President	Christina Jones, 111 W. Raylots, Spaulding, IL 62561 (217) 843-0881 cmdjones82@gmail.com
Secretary	Vicki Stoye 4001 Sandhill Rd., #266 (217) 821-2054 victoriastoye32@gmail.com
Treasurer	Kathy Clark, 213 S. Sycamore St., Franklin Grove, IL 61031 (815) 456-2349 (H) kathleeanclark@comcast.net (815) 456-2374 (O)
Past President	Deb Greiner, 491 Schauer Lane, Rockford, IL 61107 (773) 744-8138 dgreiner1957@gmail.com

COMMITTEE CHAIRPERSONS:

Awards:	Misty Duncan
By-Laws:	Executive Board
Conference:	Deb Greiner (see above)
Education:	Deb Greiner (see above)
Finance:	Lisa Olson and Kathy Clark (see above)
Marketing:	Lisa Olson and Deb Greiner (see above)
Newsletter:	Vicki Stoye (see above)
Nominations:	Misty Duncan, 2960 Stanton St., Springfield, IL 62703 (217) 529-1611 mduncan@marybryanthome.org
Ways & Means:	Deb Greiner (see above)
Website:	Carol Edwards cedwards@marybryanthome.org (217) 494-9659

CERTIFICATION BOARD:

Members	Linda Sherman, Chair (815) 756-8461
	Christina Jones (217) 248-5334
	Lisa Olson (815) 994-0497
	Victoria Stoye (217) 721-2054

IAPA Presidents

1979-81 Marilyn Lamken-Jaeger	
1981-82 Larry Ver Steegh	1994-96 Marilyn Scherbarth
1982-83 Sandy Summers	1996-00 Myrtle Klauer
1983-84 Madge Schweinberg	2000-02 Reggie Reantaso
1984-85 Dorothy Bellows	2002-06 Marilyn Scherbarth
1985-86 Kathleen Clark	2006-10 Mary Rillie
1986-87 Connie Brorson	2010-14 Bonnie Megehe
1987-88 Cheryl Price	2014-18 Kenneth Shuman
1988-90 Beverly Walker	2018-24 Deb Greiner
1990-94 Gayle Allen-Burket	2024-26 Lisa Olson

ILLINOIS ACTIVITY PROFESSIONALS ASSOCIATION

BY-LAWS

ARTICLE I - NAME

The name of this Association shall be the Illinois Activity Professionals Association.

ARTICLE II - OBJECTIVES

The objectives of this Association shall be to:

1. promote quality of life through excellence in activity involvement;
2. sponsor, support, and promote educational opportunities;
3. sponsor IAPA Awards and Conference;
4. offer and promote certification for Activity Professionals and Consultants
5. act as a liaison between governmental and regulatory agencies and professional organizations regarding the promotion and regulation of activity programming;
6. act as a forum for Activity Professionals to exchange ideas and information;
7. provide a quarterly newsletter to IAPA members;
8. provide activity resources to IAPA members;
9. promote public awareness of the scope and realm of the Activity Profession;
10. communicate information, issues, and trends relative to activities to IAPA members; and
11. promote, support and connect local activity associations.

ARTICLE III - MEMBERSHIP

The membership in this Association shall be open to all persons working or interested in the Activity Field.

ARTICLE IV - OFFICERS

Section 1. The Officers of this Association shall consist of a President, Vice President, Secretary, Treasurer, and Past President.

Section 2. Shall be a member in good standing and either be certified and a working member of the Board for one (1) year or a working member of the Board for two (2) years.

Section 3. Duties of the Officers shall be as follows:

- a) **President.** The President shall preside at Association meetings; shall be Chairperson of the State and Executive Boards; shall direct the affairs of the Association as its chief administrative officer; shall be ex-officio member of all committees except the Nominating Committee; shall be guided at all times by the By-Laws and Policies of this Association.
- b) **Vice President.** The Vice President shall perform duties of the President in his/her absence; shall serve as Membership Chairperson; shall be a member of the State and Executives Boards.
- c) **Secretary.** The Secretary shall keep accurate minutes of all meetings of the Association and Executive and Executive Boards; shall be responsible for all official papers and documents of the Association; shall be a member of the State and Executive Boards.
- d) **Treasurer.** The Treasurer shall keep an accurate record of the Association's income and disbursements; shall acknowledge receipt of approved vouchers authorized by the Executive Board; shall furnish quarterly financial statement to the Executive Board; shall make an audited annual report to the Membership of this Association; shall be able to carry out financial transactions limited to two hundred (\$200.00) dollars without prior approval of the President; shall have custody of all monies belonging to the Association in such bank as is convenient to the

Treasurer; shall be a member of the State and Executive Boards; shall be a member of the Finance Committee.

ARTICLE V- BOARDS

Section 1. Executive Board

- a. The Executive Board of this Association shall consist of elected Officers; chairpersons of current committees, Immediate Past-President, the Certification Board.
- b. Duties of the Executive Board: The general management of this Association shall be vested in the Executive Board. It shall have the power to delegate duties and responsibilities to the members of this Association.

Section 2. Executive Board

- a. The Executive Board of this Association shall consist of the elected officers and Immediate Past President.
- b. Duties of the Executive Board: The Executive Board shall act as advisor to the President of this Association and may not make any policy changes without the vote of the Executive Board.
- c. Executive Board members must attend all Board meetings with the exception of an excused absence from the President or designee.

Section 3. Certification Board

- a. The Certification Board of this Association shall consist of a Chairperson and at least three (3) up to four (4) members, all to be elected.
- b. The Certification Board shall be IAPA members in good standing, Certified Activity Professionals in good standing, and be elected. They shall review applications submitted by individuals and have approval from three (3) Certification Board members before declaring an applicant certified. Certification fee is to be determined by the Certification Board.
- c. The Certification Board shall elect its Chairperson bi-annually.

ARTICLE VI- ELECTIONS AND VACANCIES

Section 1. The Officers and Certification Board shall be elected by the membership of the IAPA through ballots.

Section 2. All Officers and Certification Board members shall be elected by a majority vote of those members voting.

Section 3. The Executive Board shall have the power to fill vacancies in elected positions (except President) until it is possible for the Association to fill the vacancy at the next regular Annual Election in accordance with the By-Laws of this Association. In the event of a vacancy occurring in the office of Vice President, the Executive Board shall appoint a Vice President to perform the duties of that office and the position of Vice President shall appear on the ballot at the next Annual Election. Any member running for an elected position must be a working member of the IAPA Board for at least one (1) year prior to the election in which the individual chooses to run.

ARTICLE VII- TERM OF OFFICE

Section 1. The term of office in this Association shall be for two (2) years and not to exceed two (2) consecutive terms,

- a. The Secretary and Treasurer shall be elected for two (2) years in the ODD years and the President and Vice President shall be elected for two (2) years in the EVEN years.
- b. Treasurer is elected for an ongoing term based on performance in office. Affirmation will be on the ballot in the odd years.
- c. Should a need arise, the term of an official office may be extended subject to the following terms:

- 1) The Executive Board, as defined in Article 5.2.a, can establish a “need” by unanimous vote.
- 2) An extension of the term must be approved by a 2/3 vote of the voting members, as defined in Article 5.1.a.
- 3) Executive Board must deliver notice of the intention to vote on the term extension to members not less than 14 calendar days prior to the date of the vote.
- 4) Extension of the term shall be for a period of two (2) consecutive years for no more than two (2) additional consecutive terms. No more than 2 consecutive extensions may be made for the same office.
- 5) Extensions may only be made at the end of the current term of office and will commence on the first day following the last day of the current term. The extension will end on the last day of the 2-year extension except that during an election year the extended term will expire upon the swearing in of the new officer.
- 6) During an election year the extension shall be affirmed by placing a notification statement on the ballot. During a non-election year, notification of the extension shall be delivered to the general membership not later than 60 calendar days following the date that the extension commences.

Section 2. Any officer in this Association may be a nominee for a different office in the future.

Section 3. Members of the Certification Board shall serve two (2) years and can serve more than two (2) consecutive terms. The Certification Board will be elected under a rotation system so that there will be continuity.

ARTICLE VIII- MEETINGS

Section 1. There shall be an Annual Meeting of this Association. The time and location shall be determined by the Executive Board.

Section 2. The Executive Board shall meet at least quarterly. The times and locations shall be determined by the Executive Board.

Section 3. The Executive Board shall meet at the discretion of the President.

Section 4. Any Executive Board member may request that the Executive Board go into Executive Session, which can be adopted by majority vote.

ARTICLE IX - VOTING PRIVILEGES

Members in good standing shall be entitled to one vote.

ARTICLE X - BY-LAWS

These By-Laws can be amended by two-thirds (2/3) vote of members voting by mail-in ballot, provided written notice has been sent to the membership sixty (60) days prior to the mailing of the ballot.

ARTICLE XI - POLICY

The IAPA Policies shall be implemented and reviewed by the Executive Board.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern this Association when not in conflict with the By-Laws, Policies, or special rules of order the Association may adopt.

ARTICLE XIII - DISSOLUTION

Section 1. When dissolution of this Association is apparent, it shall be the responsibility of the Executive Board to adopt a Resolution of Dissolution.

Section 2. The question of dissolution shall be submitted for a vote of members having voting privileges.

Section 3. Members must be notified sixty (60) days prior to the vote for dissolution.

Section 4. Dissolution requires a two-thirds (2/3) vote of the members voting.

Section 5. After satisfying debts and obligations, the Executive Board of this Association shall disburse property, funds and assets according to laws and regulations of the State of Illinois.

Ratified May, 19, 1984

Amended October 25, 1995

Amended October 2, 1996

Amended February 5, 1999

Amended October 20, 2005

Amended February 11, 2008

Amended October 27, 2010

Amended September 20, 2018

Amended October 6, 2022

Amended June, 2025

POLICIES

I. GOVERNING STRUCTURE

A. Executive Board

1. The Executive Board shall have the power to vacate an Executive Board position when the Board member has two (2) unexcused absences in a calendar year beginning in January and/or does not fulfill assigned duties as described in the By-Laws and Policies and Procedures.
2. When deemed necessary, the Executive Board may call for a special election.
3. A written notice to the Executive Board members, at least thirty (30) days prior to the meeting, or a personal telephone call at least ten (10) days prior to the meeting, shall constitute a duly called meeting.
4. Active members of IAPA in good standing have the right to appeal, in writing, any decisions with which they disagree, to the Executive Board, who shall have the authority to make the final decision.

B. Officers

1. The newly elected Officers shall assume their responsibilities at the close of the Annual Meeting each year.
2. Each Officer shall maintain a Procedure Manual.
3. **President**
 - a. The President is the State Contact for NAAP.
 - b. The President appoints chairpersons of committees and liaisons.
4. **Vice President**
 - a. The Vice President may assist with speaking engagements to help promote IAPA.
 - b. The Vice President solicits members and maintains membership records in accordance with set procedures.
 - c. Shall serve as advisor to the Regional Representatives.
5. **Secretary**

Minutes, including reports, are to be sent to Executive Board members as soon as possible after the Board meetings.
6. **Treasurer**
 - a. Signatures of the Treasurer and President shall be on record at the bank and either is sufficient for distributing funds.
 - b. Banking for IAPA funds shall be at a bank chosen at the convenience of the Treasurer.
 - c. Transfer of funds, if necessary, shall be accomplished within one (1) month after the General Election.
 - d. All requests for monies must come from a Committee Chairperson or other member of the Executive Board.
 - e. No payment will be considered without submission to the President or Treasurer on the Authorization Requisition for Payment Form.
 - f. Payment on all approved requests must be preceded by submission of a bill or receipt.
 - g. Checks returned for insufficient funds must be repaid by money order or cashiers' check, along with penalty charges, if any.
 - h. Recommendation for the amount of dues for the upcoming year shall be made by the Finance Committee, after receiving Budget requests and establishing a budget.
 - i. Items not covered in the Budget must be approved by the Executive Board.
 - j. The Finance Committee shall review and adjust mileage allocation annually according to Federal Standards for mileage reimbursements. The Treasurer must present an audit to the Executive Board, prepared and signed by a qualified Accountant, once a year. The Treasurer shall have the books completed and to the Auditor thirty (30) days after the

close of the IAPA fiscal year, with information regarding the name and address of the Treasurer, with instructions to the Auditor to mail the books and audit (by Certified Mail) to the Treasurer. The Chairperson of the Finance Committee is to have knowledge of name and address of the Auditor and is to follow through to see that the books will be mailed to the Auditor according to Policy.

C. Committee Organization

1. The Chairperson shall be responsible for selecting committee members from the active IAPA membership.

2. Duties

- a. Each committee shall meet as frequently as necessary to carry out its business.
- b. Each committee shall submit a Budget to the Finance Committee.
- c. The expenses of each committee shall be limited to budget allocation unless a special request for funds is made and approved by the Executive Board.
- d. Each committee shall establish and maintain a Procedure Manual.
- e. All committees should work cooperatively to achieve the goals of IAPA.
- f. Sub-committees must be chaired by an IAPA member in good standing.

D. Certification Review Board

Section 1.

- a. Certification Board members are elected by IAPA membership at the Annual Election and may only serve on this board.
- b. IAPA members must be Certified to be eligible for nomination on the Certification Board.
- c. If a Certification Board member misses two (2) board meetings without sufficient excuse, i.e. death in immediate family, bad or dangerous weather, presence of Surveyors, or serious health reasons, they will be dropped from the Board.
- d. Certification Board members may be re-elected every two (2) years.
- e. Chairperson of Certification Board is elected by the members of the Certification Board annually.

Section 2. Certification of Individuals

- a. Certification of individuals is for two (2) years.
- b. Checks sent with applications will be cashed as a fee for processing, whether applicant is accepted or not.
- c. Application will specify that letters of recommendation be included or sent to the Board.
- d. Applications that are not complete will be kept on file no longer than six (6) months. Letters will be sent to applicants notifying them of requirements still needed for Certification.
- e. Renewal reminders of re-certification of individuals will be sent three (3) months prior to expiration.
- f. Certification Chairperson may review and re-certify renewals between quarterly board meetings.

Section 3. Certification of Consultants

- a. Certification of Consultants is for two (2) years.
- b. Checks sent with applications will be cashed as a fee for processing, whether applicant is accepted or not.
- c. Applications that are not complete will be kept on file no longer than six (6) months. Letters will be sent to applicants notifying them of requirements still needed for Certification.
- d. Renewal reminders of re-certification of individuals will be sent three (3) months prior to expiration.

- e. Certified Activity Consultants need not apply for CAP renewal.
- f. Certification Chairperson may review and re-certify renewals between quarterly board meetings.

II. DUES

- A. The annual dues for this Association shall be determined by the Executive Board.
- B. The Membership Year shall be on a yearly individual basis. All memberships must be renewed by September 1 of each year for members to remain in good standing.
 - 1. Retired Charter Members will receive free lifetime membership.
 - 2. Activity Professionals sixty (60) and over and still working, will be charged half price for their individual membership dues.
 - 3. Students who are in the Activity field will pay half price for their dues.
- C. Members whose dues are in arrears shall lose all membership privileges until dues are paid.

III. COMMITTEES

- A. The Executive Board of this Association has the power to establish and appoint such committees as it deems necessary and proper to fulfill the purpose of this Association. They may include, but are not limited to, the following Standing Committees: Archives, Awards, By-Laws, Conference, Education, Finance, Government Relations, Marketing, Newsletter, Nominating, Ways and Means, and Website.
- B. Committee policies are:
 - 1. **Archives Committee**
 - a. Collects, organizes and keeps reports, correspondence, meeting minutes and other important documents of the organization's past.
 - b. Collects IAPA memorabilia.
 - c. Acts as a photographer.
 - d. The goal of this committee is to keep the History of IAPA alive.
 - 2. **Awards Committee**
 - a. **Dorene Award:** The qualifications for the Dorene Award shall be:
 - 1. Current member in IAPA or be represented by a facility membership.
 - 2. Demonstrate knowledge of, and experience in, The Activity Profession.
 - 3. Demonstrate creativity in the provision of Activity Programs and services.
 - 4. Demonstrate concern for residents/clients and their families.
 - 5. Complete several continuing education seminars and/or workshops during his/her career.
 - 6. Submit letters of reference in support of nominee's qualifications/ qualities.
 - 7. Attend the annual IAPA Conference.
 - b. **Larry/Madge Award:** The qualifications for the Larry/Madge Award shall be:
 - 1. Hold individual or facility membership in IAPA and a local Activity Association.
 - 2. Be, or have been, an Officer in his/her local Activity Association.
 - 3. Have contributed in some way to IAPA.
 - 4. Be an inspiration to association members by his/her example.
 - 5. Possess the quality of positive leadership.
 - 6. Promote IAPA through his/her involvement.
 - 7. Contribute to the enhancement of the Activity Profession through support of, and participation in, continuing education.
 - 8. Submit letters of reference in support of nominee's qualifications/ qualities.
 - 9. Attend the annual IAPA Conference.

c. **Administrators Award (Executive Director of Other Leadership Position):** The qualifications for the Administrators Award shall be:

1. Actively support and be involved in the Activity program.
2. Demonstrate care and concern for all residents/clients and their rights.
3. Demonstrate compassion and strength in relationships with families.
4. Make a visible contribution to the facility/agency.
5. Serve as the administrator or leadership position of the facility/agency.
6. Submit letters of reference in support of nominee's qualifications/ qualities.
7. Attend the Awards Presentation during the IAPA Annual Conference.

d. **Gayle Allen-Burket Scholarship Award:** The nominee for the Gayle Allen-Burket Scholarship Award must:

1. Current member in IAPA or be represented by a facility membership.
2. Demonstrate ways of gaining knowledge and new skills related to the Activity Profession.
3. Use acquired knowledge **and** skills to provide innovative programs for the residents/clients.
4. Demonstrate creativity.
5. Demonstrate leadership.
6. Demonstrate concern for residents/clients.
7. Submit letters of reference in support of nominee's qualifications/ qualities.

e. **Volunteer Award:** The qualifications for the Volunteer Award recipient must:

1. Actively support and be involved in the Activity program and the Activity staff in the facility/agency.
2. Demonstrate care, compassion, and concern for all residents/clients and their rights.
3. Make a visible contribution to the facility/agency.
4. Volunteer their time and talents for the benefit of the residents/clients in the facility/agency.
5. Submit letters of reference in support of nominee's qualities.
6. Attend the Awards Ceremony during the IAPA Conference.

f. **Sally Robertson Memorial Scholarship:**

- 1) Be a current member of IAPA or be represented by a facility membership.
- 2) Provide a written statement on why they would like to attend the conference.
- 3) Submit a description of an innovative unique or extremely successful program that they have implemented, including details of preparation and outcomes.

3. By-Laws Committee

- a. Reviews By-Laws and Policies annually.
- b. Solicits recommendations for changes in above.
- c. Prepares proposals for Amendments and presents these to the Executive Board for approval.

4. Conference Committee

- a. Works with the Education Committee to determine date, them and topics of the annual conference.
- b. Chooses facility site and makes necessary contractual arrangements.
- c. Develops publicity and brochures to be mailed to IAPA members and all Long-Term Health Care Facilities in Illinois.

- d. Handles Conference registration on site.
- e. Secures special tours or options, entertainment, hospitality, meal arrangements, transportation arrangement for registrants and speakers.
- f. Maintains financial records for Conference expenses.

5. Education Committee

- a. Plans, organizes and executes the education portion of the IAPA Conference and works closely with the Conference Chair.
- b. Engages qualified speakers and coordinates their topics with the theme chosen by the Conference Committee.
- c. Maintains a record of speakers qualified in areas of pertinence to Activity Professionals.
- d. Develops an evaluation system to assess quality of speakers on file.
- e. Solicits recommendations of speakers from the IAPA membership.
- f. Secures speakers vitae and topics to keep on file.

6. Finance Committee

- a. Oversees IAPA bank account.
- b. Reviews a Budget proposal submitted by the various Committees, Liaisons and Officers of IAPA.
- c. Formulates a Budget and submits to the Executive Board for review and adoption prior to the state of the fiscal year.
- d. Makes recommendations to the Executive Board regarding membership dues and Conference registration.
- e. Receives requests for additional monetary allotments from committees.
- f. The Finance Committee shall be the current Treasurer and two (2) current members.

7. Marketing Committee

- a. Responsible for utilizing social media to market upcoming IAPA events and general announcements.
- b. Will post information on Facebook at least twice per month.

8. Newsletter Committee

- a. Edits and publishes the quarterly Illinois Activities in Action with a news deadline of one (1) month prior to the upcoming newsletter.
- b. Include the following information in each newsletter.
 - 1) Educational offerings appropriate for Activity Professionals.
 - 2) News of local and regional Activity Organizations.
 - 3) Newsworthy items from IAPA Committees, Liaisons, and Officers.
 - 4) Newly Certified Activity Professionals.
 - 5) Legislative and professional concerns.
 - 6) Letters to the Editor of general membership interests.
 - 7) Features highlighting Activity Professionals and programming.
- c. Considers, the Illinois Activities in Action not only as a communication tool, but as a public relations tool for the Activity Professionals.

9. Nominating Committee. The following criteria guides the Nominating Committee in preparing a slate:

- a. Nominees must be a member of IAPA and either Certified by IAPA or a working member of the board for two (2) years.

- b. The Nominating Committee must determine that each nominee is willing and able to give time and ability to the slated position.
- c. The Officers nominated shall represent a geographical cross-section of Illinois, if possible.
- d. Qualified candidates, names, accompanied by a biographical sketch, must be submitted for each position on the Ballot (President, Vice-President, Secretary, Treasurer and five (5) Certification Board Members).
- e. Nominations from the floor will be accepted.
- f. Nominees for Secretary should be able to type and have access to a computer.
- g. Nominees for Treasurer should have knowledge of bookkeeping principles.
- h. Tellers of the Election Ballots will be Nominating Committee unless they are running for a position. There may be three (3) or five (5) tellers

10. Ways and Means Committee

- a. Secures and sells promotional items
- b. Works with Conference Committee regarding theme for items to sell
- c. Secures Conference exhibitors

11. Website Committee

- a. Send website developers current information for posting on the website.
- b. Check website on a regular basis to make sure information is current and correct.
- c. Work with website developer and treasurer to make sure bills are paid timely.
- d. Maintain a GoDaddy account for IAPA official emails

IV. LIAISONS

- a. Persons from IAPA shall be appointed by the President to serve as a Liaison, including, but not limited to, the following areas: Illinois Department of Public Health/Health and Family Services, National Association of Activity Professionals Liaison, and Legislative Liaison only at the direction of the President.
- b. Duties of the above-named Liaisons are as follows:
 - 1. NAAP Liaison
 - a. Coordinates work of IAPA with NAAP.
 - b. Informs NAAP of IAPA news.
 - 2. Legislative
 - a. Informs IAPA of national Legislative issues as advised by NAAP.
 - b. Informs NAAP of State of Illinois Legislative changes.
 - 3. IDPH/IDPA Liaison
 - a. Surveys IAPA and Activity Profession for input into IDPH/IDPA.
 - b. Communicates to IAPA any regulatory proposals or changes in IDPH/IDPA.

V. TASK FORCE COMMITTEE

- A.** Chairperson shall be appointed by the President from among the Executive Board members for Task Force Committee.
- B.** Chairperson shall be responsible for selecting committee members from IAPA membership.
- C.** The Task Force Committee shall function until the task has been completed.

VI. QUORUM

- A.** Executive Board: A majority of members of the Executive Board shall constitute a quorum at any Executive Board meeting.
- B.** Executive Board: A majority of members of currently held positions on the Executive Board shall constitute a quorum at any Executive Board meeting.
- C.** Annual meetings: A majority of voting members registered shall constitute a quorum at any annual meeting of this Association.

VII. FISCAL YEAR

The Fiscal year of this Association shall be January 1 to December 31.

VIII. SUSPENSION OF MEMBERSHIP

The Executive Board of this Association has the right to revoke the membership of anyone who has in any way violated the By-Laws or Policies of this Association.

IX. POLICY CHANGES

- A.** Any IAPA members in good standing may submit suggestions for Policy changes. Proposed changes can be presented in writing to the Executive Board at a regular meeting. Changes must be approved by majority *vote* of the Executive Board.
- B.** All Policy statements shall be issued by the Executive Board.

X. VOTING

All ballots will be sent to current membership for voting.

Amended April 10, 1997
Amended February 5, 1999
Amended October 20, 2005
Amended February 11, 2008
Amended July 30, 2010
Amended February 16, 2011
Amended September 10, 2018
Amended July 1, 2025

CODE OF ETHICS

THE ACTIVITY PROFESSIONAL SHALL:

1. Act in a professional and responsible manner to meet the needs and individual lifestyle of each resident/client and strive to maintain each person's dignity.
2. Strive to advance the knowledge and practice of activity professionals including self-improvement in order to contribute to the best possible holistic care.
3. Serve the profession honorably and loyally, discharging the duties and responsibilities entrusted.
4. Avoid encroachment on the professional responsibilities of the medical or para-medical professions, and under no circumstances assume, or appear to assume, the right to make determinations in professional areas outside the scope of his/her assigned responsibilities.
5. Report to the proper authority within the facility any possible violations of established rules and regulations including verbal, physical and sexual abuse.
6. Participate appropriately in strengthening and developing the quality of professionalism in the field of Activities.
7. Honorably discharge the responsibilities of any IAPA post to which appointed or elected.
8. Place the health and welfare of the resident/client including his/ her personal and financial interest in high priority.
9. Avoid programming where proper medical authority has not been issued or is contraindicated.
10. Refuse to participate in or conceal unethical practices or procedures.
11. Hold in strict confidentiality all privileged information.
12. Use conduct in the practice of this profession to bring honor to self, associates and the Activity Profession.

ILLINOIS ACTIVITY EDUCATION ORGANIZATION

ARTICLES OF ASSOCIATION

ARTICLE I - NAME

The name of this society shall be the Illinois Activity Organization.

ARTICLE II - PURPOSE

The purpose of this society shall be to provide educational workshops for Activity Professionals and lay person who work to enhance the quality of life in residential settings for elders, such as nursing homes, residential care centers and similar environments and in senior centers and adult day care programs; to develop guidelines for basic activity staff orientation and continuing education opportunities; and to make available information on education and programming resources that are pertinent to the work of Activity Professionals.

ARTICLE III - MEMBERS

The membership of the society shall consist of the members of the Illinois Activity Professionals' Association Executive Board.

ARTICLE IV - GOVERNING STRUCTURE

Section 1. Board of Directors

The IAEO shall be governed by a Board of Directors consisting of the elected IAPA

President, Treasurer, Education Chairperson, Conference Chairperson and Newsletter Editor.

Section 2. The By-Laws and Policies of IAPA shall govern the activities of the IAEO.

Section 3. The IAEO shall maintain separate financial records from IAPA which shall consist of income and disbursements that are distinctly and solely of an educational nature.

ARTICLE V - MEETINGS

The IAEO shall have an annual meeting concurrent with the Annual Board meeting of the IAPA.

ARTICLE VI - COMMITTEES

The Education Committee of the IAPA shall direct and implement the activities of the IAEO.

ARTICLE VII - AMENDMENTS

Section 1. Proposed Amendments

Proposed amendments to these Articles shall be presented in writing to the Board of Directors of IAEO for consideration.

Section 2. Voting on Amendments

Any part of the IAEO articles may be amended by two-thirds (2/3) vote of the IAPA Executive Board.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised shall govern the IAEO in points not provided for in these articles.

ARTICLE IX - DISSOLUTION

In the event the IAEO should be dissolved, the IAPA shall receive any remaining monies to be used for educational purposes

CONFERENCE THEMES

1980 - Bloomington - "The Road to Professional Growth"
1981 - Springfield - "Building for the Future"
1982 - Rolling Meadows - "A Growing Season"
1983 - Collinsville - "Reaching Out"
1984 - Champaign - "Communication"
1985 - Effingham - "Nurturing Quality"
1986 - Matteson - "A Sharing Season"
1987 - Macomb - "Accepting the Challenge"
1988 - Decatur - "Dare to Lead"
1989 - Rockford - "Accentuate the Positive"
1990 - Harvey - "Accentuate the Positive"
1991 - Effingham - "Welcome the Future-Remember the Past"
1992 - Springfield - "Seize the Day"
1993 - Collinsville - "Circle of Love-Circle of Life"
1994 - St. Charles - "Hand-in-Hand: To Make A Contribution"
1995 - Peoria - "Approaching the Future with Vision"
1996 - Springfield - "Approaching the Future with Vision"
1997 - Decatur - "Professionalism Through Education, Certification and Recognition"
1998 - Decatur - "Live Your Dreams-It Can Be Done"
1999 - Rockford - "Building On a Firm Foundation"
2000 - Decatur - "Reflect on the Past, Celebrate the Future"
2001 - Decatur - "Choosing the Future Today- Make It Your Best Bet"
2002 - Decatur - "Renewing the Spirit, Uplifting the Soul"
2003 - Decatur - "Renewing Our Image, Redirecting Our Focus for a Brighter Future"
2004 - Decatur - "Renewing Our Image, Redirecting Our Focus for a Brighter Future"
2005 - Lisle - "Honoring the Past - Roar Into the Future"
2006 - Rock Island - "Get On Board and Get It Done!"
2007 - Peoria - "Celebrate Good Times!"
2008 - Springfield - "Under the Big Top: Juggling the Roles of the Activity Professional"
2009 - Springfield - "Let Our Stars Shine in '09"
2010 - Peoria - "Mapping the Future: Imagine the Possibilities"
2011 - Rockford - "Activities: Share the Vision and Join the Expedition"
2012 - Decatur - "The Quality of Life is Determined by It's Activities"
2013 - Springfield - "Bringing Balance"
2014 - Decatur - "The Quality of Life is Determined by It's Activities"
2015 - Champaign - "And the Oscar Goes To..."
2016 - Springfield - "Bronze, Silver, Gold: Achieving Programming Excellence"
2017 - Springfield - "There's No Place Like Home"
2018 - Springfield -- "It's Not About the Destination, It's About the Journey"
2019 - Bloomington - Cinderella
2020 - Virtual Conference (due to COVID) -
2021 - Bloomington - "Seas The Day"
2022 - Bloomington - "Seasons of Our Lives"
2023 - Bloomington - "Let's Camp S'More"
2024 - Bloomington - "Make Time To Rest, Reflect, Recharge!"
2025 - Bloomington - "Passport to Fun and Education"

Dorene Award Recipients

1982 Madge Schweinsberg
1983 Kathleen Clark
1984 Dorothy Lindsey
1985 Georgette Korous
1986 Eva Jo McLaughlin
1987 Sister Olga Poluch
1988 Norma Jean Reed
1989 Jeanne Foster
1990 Carolyn Zimmerman
1991 Myrtle Klauer
1992 Maureen Parkinson
1993 Cynthia Belle
1994 Kathy Finkerbinder
1995 Diane Welbon

1996 Cynthia Janik
1997 Nina Volz
1998 Maria Lopez
2000 Rita Lopienski
2001 Paula Tagliere
2002 Nancy Ichinose
2004 Birdie Scroggins
2005 Lucy Le-Kissane
2006 Marilyn Pritchard
2007 Karlita Slotter
2008 Hta Delphin
2009 Ruth Werstler

2010 Leonda White
2011 Sherri Walton-Peterson
2012 Angeline Hagan
2013 Sharon Wagner
2014 Misty Smith
2015 Jason Lee
2016 Susan Offill
2017 Brenda Hunt
2018 Nancy Mann
2019 Debbie Feiller
2024 Linda Sherman

Larry/Madge Award Recipients

1987 Jean Wehling
1988 Maryilyn Lamken-Jaeger
1989 Marilyn Scherbarth
1990 Gayle Allen-Burket
1991 Beverly Walker
1992 Del Beckman
1993 Susan Quattrochi-Tubin
1994 Pat Hiscox
1995 Ellie Nielsen
1996 Myrtle Klauer

1997 Reggie Reantaso
1998 Patricia Hempen
1999 Catherin Bouzide
2000 Stacy Epps
2001 Cynthia Belle
2003 Terry Fay
2004 Sally Robertson
2005 Nancy Ichinose
2006 Bonnie Megehe
2008 Rita Lopienski

2009 Mary Rillie
2011 Paula Tagliere
2013 Leonda White
2016 Sara McDaniel
2017 Sherri Walton-Peterson
2018 Brenda Hunt
2019 Misty Smith-Duncan
2024 Deb Greiner

Administrator/Executive Director Award Recipients

1988 Liz Clark
1989 Marilyn Burke
1990 Will Rasmussen
1991 David Sauer
1992 Jane Muller
1993 Nancy Geraci
1994 Roberta Maguarany
1995 William Lowe

1996 Susan Welte-Legner
1997 Barbara Hecht
1998 Patricia Becker
1999 Marcia Quale
2002 Blair Wagner & Nancy McDonald
2003 Alan D. Harnetiaux
2004 Michael Duffy
2006 Carla Ewing

2009 Tom Trovato
2011 Cathy Anderson
2012 Jordon Post
2013 Brian Adcock
2014 Jill Gee
2017 Sandra Burtron
2019 Malerie Orsowy

Hand-in-Hand Award Recipients

1994 Dana Saal
1996 Pete P. Peters
1997 Kevin Kavanaugh
1998 Marilee Culhane
1999 Carley Hellen

2000 Esther Davis and
Patricia Heidenreich
2001 Terry Sullivan
2002 William Kempiners & Kevin Klug
2004 Susan Quattrochi-Tubin
2009 Myrtle Klauer

2010 Joe Agnello
2019 Hope Creek Care Center
2023 Heidi Draper
2024 Krishna Balakrishnan, PRHCC

Gayle Allen-Burket Award

1995 JoAnn Moss
1996 Joan Suerfeel
1997 Wanda Nagel
2000 Dianna Kester

2001 Donna Barsztaitis
2002 Connie Cortina
2005 Linda Oliver
2014 Pam Goff

2016 Kelly Ichinose
2015 Helene Simon
2018 Courtney Threlkeld

Volunteer Award Recipients

1998 Esther Norrenberns
1999 Rosemary Ramsell
2000 Joe/Margaret Carpio
2002 Marilyn Hermann
2004 Betty Hughes
2005 Sharon Middleton
2007 The Golden Aires

2008 Tom Nieman
2009 Marilyn Weber
2010 Mary Langenbahn
2011 - Vivian Phi'iiip
2012 Randy Moseley
2013 Deanna Pflager
2014 Marge Kauffman

2016 Martha Anderson
2017 Jeanne Elliott
2019 Pam Goff
2021 Carol Edwards
2023 Mary Scheider

IAPA CERTIFIED ACTIVITY PROFESSIONALS

Cert.#

Name

Exp. Date

IAPA CERTIFIED CONSULTANTS / CERTIFIED CONSULTANTS

C0003	Susan Quattrochi-Tubin	19-Oct
C0008	Kaylynn Wabich-Jindra	20-Apr