

IOWPA Bylaws

Section 1 - Principal Office

The principal office of the corporation is located in Marion County, State of Indiana.

Section 2 - Change of Address

The designation of the county or state of the corporation's principal office may be changed by amendment of these bylaws. The board of directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these bylaws:

_____ Dated: _____, 2001

_____ Dated: _____, 2001

_____ Dated: _____, 2001

Section 3 - Other Offices

The corporation may also have offices at such other places, within or without its state of incorporation, where it is qualified to do business, as its business and activities may require, and as the board of directors may, from time to time, designate.

Article 2 - Non-Profit Purposes

Section 1 - IRC Section 501(c)3 Purposes

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)3 of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)3 of the Internal Revenue Code.

Section 2 - Specific Objectives and Purposes

Mission:

We are committed to protecting the public health and the environment of Indiana by improving and increasing access to wastewater treatment for individuals and communities currently living beyond centralized wastewater treatment facilities.

Goals:

- 1) Accurately identify and increase awareness of potential dangers associated with inadequately treated wastewater.
- 2) Provide education for individuals and organizations that influence or are influenced by wastewater treatment issues.
- 3) Promote professional results by communicating without prejudice the knowledge and experience of every individual involved in onsite wastewater treatment.
- 4) Create an information network that will facilitate the implementation of solutions to Indiana's wastewater challenges.

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Article 3 - Directors

Section 1 - Number

The Corporation shall have no less than six (6) and no more than nine (9) directors and collectively they shall be known as the Board of Directors. The Board of Directors shall assign at least one member proxy for each director serving. Proxies may attend all board meetings and may only vote in place of an absent board member.

Section 2 - Qualifications

Directors shall be of the age of majority in this State. No person shall be a director of the corporation unless he or she is and shall remain during his or her continuance in office a Member of the corporation.

Section 3 - Powers

Subject to the provisions of the laws of this State and any limitations in the Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

Section 4 - Duties

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these bylaws;
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- (c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these bylaws;
- (e) Register their addresses with the Secretary of the corporation, and notices of meetings mailed, emailed or telegraphed to them at such addresses shall be valid notices thereof.

Section 5 - Term of Office

Each director shall hold office for a period of three (3) years with the initial terms being staggered and until his or her successor is elected and qualifies.

Section 6 - Compensation

Directors shall serve without compensation except that a reasonable fee may be paid to directors for attending regular and special meetings of the board. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties.

Section 7 - Place of Meetings

Meetings shall be held at the principal office of the corporation unless otherwise provided by the board or at such other place as may be designated from time to time by resolution of the Board of Directors.

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Section 8 - Regular Meetings

Regular meetings of Directors shall be held in, June, August, and November on a date and time specified by the President. The January meeting may be held during the January Annual Conference.

At the regular meeting of directors held in January, officers shall be elected by written ballot. Each director shall cast one vote per office to be filled. The candidates receiving the highest number of votes for each office to be filled shall be elected to serve in that position.

Section 9 - Annual Meeting

An annual meeting will be held during the annual conference. During this annual meeting, the general membership is invited to make comments on the activities and actions of the board for that calendar year and to elect new directors as their terms expire. The membership may also provide input to the board about upcoming year activities.

Section 10 - SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chairperson of the Board, the President, the Vice President, the Secretary, by any two directors, or, if different, by the persons specifically authorized under the laws of this State to call special meetings of the board. Such meetings shall be held at the principal office of the corporation or, if different, at the place designated by the person or persons calling the special meeting.

Section 11 - Notice of Meetings

Unless otherwise provided by the Articles of Incorporation, these bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

(a) Regular Meetings, No notice need be given of any regular meeting of the Board of Directors.

(b) Special Meetings, At least one week's prior notice shall be given by the Secretary of the corporation to each director and proxy of each special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, by email or by facsimile machine, and shall state the place, date and time of the meeting, and the matters proposed to be acted upon at the meeting. In the case of facsimile notification, the director to be contacted shall acknowledge personal receipt of the facsimile notice by a return message or telephone call within twenty-four hours of the first facsimile transmission.

(c) Waiver of Notice, Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the Articles of Incorporation, these Bylaws, or the law of this State, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 12 - Quorum for Meetings

A quorum shall consist of at least fifty-one percent (51%) of the members of the Board of Directors. Proxies which are present during meeting may be used to establish a quorum. When in the best interests of the board and the membership and to effectively conduct the business affairs of the corporation, a board member may proxy his/her vote to another board member or proxy, if he or she is unable to remain for the duration of the board meeting. In addition, the Board may elect to temporarily suspend and resume meetings to later times and dates without necessitating the enacting of a quorum when meetings are resumed, provided a quorum was achieved before meetings were temporarily suspended. This as permitted by and in accordance with the laws of this State.

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Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the chair shall entertain at such meeting is a motion to adjourn.

Section 13 - Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

Section 14 - Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, the President of the corporation or, in his or her absence, by the Vice President of the corporation or, in the absence of each of these persons, by a Chairperson chosen by a majority of the directors present at the meeting. The Secretary of the corporation shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Robert's Rules of Order, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Section 15 - Vacancies

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the chairperson of the Board, the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of this State.

Directors may be removed from office by a two-thirds vote of the remaining members of the Board of Directors whenever, in their judgment, the best interests of the corporation will be served thereby. No director shall be so removed without having had due notice of the charges against him / her and an opportunity to be heard by the board of directors. This as permitted by and in accordance with the laws of this State.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the board may be filled by approval of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation or removal from office.

Section 16 - Non-Liability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

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Section 17 - Indemnification By Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of this State.

Section 18 - Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

Article 4 - Membership

Section 1 - Voting

Each member is entitled to one vote to all issues requesting member voting. The Board of Directors shall decide which issues are limited to voting by the Board or open to voting by the general membership.

Section 2 - Categories

Each member will be listed by one or more of the following categories: cleaner, installer, special waste handler, manufacturer, wholesaler, inspector, educator, homeowner, regulator, soil scientist, engineer, consultant, nonprofit or environmentalist. Any member not falling into one of these categories will fall under the final category of interested individual.

Section 3 - Dues

All members will pay annual dues of \$75.00 before the last day in March of the calendar year of membership. The dues for any new member may be prorated per calendar quarter as a rollover credit for the next year per the discretion of the Board.

Any existing member in default of payment of dues shall be suspended from all privileges of membership, and if not corrected within ninety (90) days following the due date, will be terminated from membership.

Section 4 - Guest Member

The Board of Directors may choose any membership category to qualify as an honorary member who will receive membership without charge. A quorum vote of the Directors shall constitute the waiving of dues for any member so elected.

Article 5 - Officers

Section 1 - Designation of Officers

The officers of the corporation shall be a President, a Vice President, a Secretary, and a

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Treasurer. The corporation may also have a Chairperson of the Board, one or more Vice Presidents, Assistant Secretaries, Assistant Treasurers, and other such officers with such titles as may be determined from time to time by the Board of Directors.

Section 2 - Qualifications

Any member may serve as an officer of this corporation.

Section 3 - Election and Term of Office

Officers shall be elected by the Board of Directors at the regular November meeting for a term of one year. Each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

Section 4 - Removal and Resignation

Any officer may be removed at any time by the Board of Directors whenever, in the judgment of the Board of Directors, the best interest of the corporation will be served. A two-thirds (2/3) vote of all Directors is required. No officer shall be so removed without having had due notice of the charges against him / her and an opportunity to be heard by the board of directors.

Any officer may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract, which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

Directors may be removed from office by a two-thirds vote of the remaining members of the Board of Directors whenever, in their judgment, the best interests of the corporation will be served thereby. This as permitted by and in accordance with the laws of this State.

Section 5 - Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. A two-thirds (2/3) vote of all Directors is required. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the Board shall determine.

Section 6 - Duties of President

The President shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairperson of the Board of Directors, the President shall preside at all meetings of the Board of Directors and, if this corporation has members, at all meetings of the

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members. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

Section 7 - Duties of Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

Section 8 - Duties of Secretary

The Secretary shall:

- Certify and keep, at the principal office of the corporation, the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- Keep, at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation.
- Keep at the principal office of the corporation a membership book containing the name and address of each and any members and, in the case where any membership has been terminated, he or she shall record such fact in the membership book, together with the date on which such membership ceased.
- Exhibit at all reasonable times, to any director of the corporation, or to his or her agent or attorney, upon request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.

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- In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 9 - Duties of Treasurer

The Treasurer shall:

- Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.
- Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
- Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
- Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 10 - Compensation

The salaries of the officers, and compensation to agents or contractors, if any, shall be fixed from

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time to time by resolution of the Board of Directors. In all cases, any salaries received by officers of this corporation shall be reasonable and given in return for services actually rendered to or for the corporation.

Article 6 - Committees

Section 1 - Executive Committees

The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting of the four officers, past President and the Executive Coordinator (ex officio) and may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and except as may otherwise be provided, by provisions of law.

By a majority vote of its members, the board may, at any time, revoke or modify any or all of the Executive Committee's authority so delegated, increase or decrease, but not below two (2) the number of the members of the Executive Committee, and fill vacancies on the Executive Committee from the members of the board. The Executive Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

Section 2 - Other Committees

The corporation shall have such other committees as may, from time to time, be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

Section 3 - Meetings and Action of Committees

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

Article 7 - Execution of Instruments, Deposits and Funds

Section 1 - Execution of Instruments

The Board of Directors, except as otherwise provided in these Bylaws, may, by resolution, authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

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Section 2 - Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation, shall be signed by the Treasurer and countersigned by the President of the corporation.

Section 3 - Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4 - Gifts

The Board of Directors may accept, on behalf of the corporation, any contribution, gift, bequest, or devise for the nonprofit purposes of this corporation.

Article 8 - Corporate Records, Reports and Seals

Section 1 - Maintenance of Corporate Records

The corporation shall keep at its principal office:

(a) Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, the names of those present, and the proceedings thereof;

(b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

(c) A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;

(d) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

Section 2 - Corporate Seal

The Board of Directors may adopt, use and, at will, alter a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

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Section 3 - Directors' Inspection Rights

Every director shall have the absolute right, at any reasonable time, to inspect and copy all books, records and documents of every kind, to inspect the physical properties of the corporation, and shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

Section 4 - Members' Inspection Rights

If this corporation has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

(a) To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.

(b) To obtain, from the Secretary of the corporation, upon written demand on and payment of a reasonable charge to, the Secretary of the corporation, a list of the names, addresses and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made within a reasonable time after the demand is received by the Secretary of the corporation or after the date specified therein as of which the list is to be compiled.

(c) To inspect, at any reasonable time, the books, records or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of the corporation by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

Section 5 - Right to Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney, and the right to inspection shall include the right to copy and make extracts.

Section 6 - Periodic Reports

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this State or to the members, if any, of this corporation, to be so prepared and delivered within the time limits set by law.

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Article 9 - IRC 501(c) 3 Tax Exemption Provisions

Section 1 - Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.

Section 2 - Prohibition Against Private Inurement

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3 - Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this State.

Section 4 - Private Foundation Requirements and Restrictions

In any taxable year in which this corporation is a private foundation as described in Section 509(a) of the Internal Revenue Code, the corporation (1) shall distribute its income for said period at such time and manner as not to subject it to tax under Section 4942 of the Internal Revenue Code; (2) shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code; (3) shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code; (4) shall not make any investments in such manner as to subject the corporation to tax under Section 4944 of the Internal Revenue Code; and (5) shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code.

Article 10 - Amendment of Bylaws

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Section 1 - Amendments

Any voting member may propose amendments to these By-laws by submitting them, in writing, to the Secretary at least thirty (30) days before the date of the next announced meeting, and the Secretary shall notify promptly all voting members that the proposed amendments will be open for discussion at the meeting. These By-laws may be amended by a majority affirmative vote of the voting members present.

Article 11 - Construction and Terms

If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of this corporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of this corporation filed with an office of this State and used to establish the legal existence of this corporation.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986, as amended from time to time, or to corresponding provisions of any future federal tax code.

Adoption of Bylaws

We, the undersigned, are all of the initial Directors or incorporators of this corporation, and we consent to and hereby do adopt the foregoing Bylaws, consisting of sixteen (16) preceding pages, as the Bylaws of this corporation.

Dated: _____

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