

## **PA Policy Manual**

### **Chapter 3 – Regional Government**

#### 3.1 Annual Region Requirements

(a) Each Region shall adopt a Region Constitution or Bylaws, which shall be approved or amended on an annual basis. The Region Constitution or Bylaws, and amendments thereto, shall be submitted to the IPA office as described in section (b).

(b) By July 15th of each year, each IPA Region shall enter into the Region Leader Portal the following information:

- Region Leadership Information
- Region Calendar of Events
- Regional Constitution or Bylaws
- Region and Membership Goals
- Year End Financial Report
- Internal Audit Verification

(c) Regions that do not submit the information in section (b) through the Region Leader Portal by July 15th are not eligible to receive Region development money for that fiscal year.

Adopted: May 1, 2007  
Revised: October 20, 2013  
Revised: October , 2023