

SUBURBAN PARK AND RECREATION ASSOCIATION

BY-LAWS

Revision January 1, 2010

ARTICLE I -THE ORGANIZATION

The name of the organization shall be Suburban Park and Recreation Association, hereinafter referred to as "The Association."

ARTICLE II – MISSION STATEMENT

To provide recreational and educational social networking opportunities to professionals, students and affiliates in the field of recreation.

ARTICLE III-MEMBERSHIPS

Section A –MEMBERSHIPS

- 1a. Professional Member – Any individual working in a park and recreation agency (public, private, commercial and institutional) and /or with a degree in Parks and Recreation is eligible for membership in the Association.
  - b. Professional Non-Member - Any individual working in a park and recreation agency (public, private, commercial and institutional) and/or with a degree in Parks and Recreation who has not paid their current yearly dues.
  - c. Student/Intern – Students/Interns may join the Association as non-voting members, but may not hold office or chair a committee. Students/Interns may participate in events, programs, and luncheons at the member fee, and shall receive the directory and mailings. Students/Interns shall be charged a \$10 membership fee.
  - d. Vendor Member - Vendors may join the Association as non-voting members, but may not hold office or chair a committee. Vendors may participate in events, programs, and luncheons at the member fee, and shall receive the directory and mailings. Vendors shall be charged a Commercial Contributor fee of \$30 per year.
2. Term - Membership shall be for a one-year term beginning January 1-December 31.
  3. Dues – Membership due for the one year period (January 1- December 31) shall be \$10.

ARTICLE IV- OFFICERS

Section A – Duties of the Officers

The officers of the Association shall be a President, President-Elect, Secretary, Treasurer and Past-President. Length of term for President, President-Elect, Past President, and Secretary shall be one year. Treasurer shall be two years. The officers of the Association and Chairs of the standing committees shall comprise the Executive Board.

1. The President shall act as the presiding officer at all meetings of the Association and in Conducting the official business of the Association, and shall also serve as Chairperson of the Executive Board. President shall appoint all committee chairpersons.
2. The President-Elect shall preside over meetings from which the President is absent. And shall also.....
  - a) become acquainted with the duties of the office of President
  - b) Assist with the conduct of monthly meeting and other affairs of the Association.
  - c) Assume the Presidency at the expiration of the term of the incumbent.
3. The Secretary shall keep accurate minutes of all the business of the Association which shall include general membership ad Executive Board meetings and shall send proper notices of all meetings to the membership. The Secretary shall also be responsible for any correspondence and other such duties as may be referred by the President or the Executive Board.
4. The Treasurer shall handle all disbursements for the Association in keeping with the budget approved by the Executive Board, and shall make other expenditures as authorized. In addition the Treasurer shall make a monthly report of the transactions of the Association for the previous month and the subsequent balance on hand. When writing checks, two signatures are required for all checks. The Treasurer shall retain and file all receipts to protect professional ethics.

#### Section B – Nomination and Election Procedures

A Nominating Committee shall be appointed by the President and shall submit a slate at the September meeting, for an election to be held prior to the November meeting.

1. The Nominating committee shall prepare a slate listing in alphabetical order at least two Candidates for each office (nominations from the floor may also be received.)
2. The Nominating committee, before announcing such a slate, must secure the consent of each nominee for each office.
3. Persons receiving the highest number of votes for each office shall be declared elected, shall be installed at the January meeting and serve until the next slate is installed.
4. Balloting shall be by secret ballot with space for write-in votes. The President and Past-President shall preside over the vote.

## ARTICLE V- COMMITTEES

### Section A – Standing committee

1. The President shall appoint Chairperson to the following Standing committees:

a) Summer Leadership Workshop	h) Membership Services
b) Showcase	i) LCD Projector
c) Scholarship & Workshop	j) Public Relations/ IPRA liaison
d) Social	k) DDR
e) Sports & Athletics	l) Student/Intern Relations
f) Newsletter	m) Karaoke
g) Athletic Timing System	n) Photographer
2. The Chairperson of each Standing committee shall select the committee members from within the Association.
3. Any Professional Member in good standing is eligible to serve or chair a committee.
4. All Standing Committee Chairpersons shall be selected prior to the January meeting.
5. It is the duty of each Standing Committee to carry out the functions of their committee as interpreted by the President and the Committee Chairperson or as indicated in the By-Laws.
6. Once a Standing Committee Chairperson is selected, they are strongly encouraged to attend and report at all scheduled monthly board meetings beginning the January following their appointment.
7. Any Standing Committee Chairperson not attending three or more monthly meetings During a one-year period (January 1-December 31) may, at the discretion of the President, be removed from their position.

### Section B – Ad Hoc Committees

1. The President shall have the authority to appoint Ad Hoc Committees as deemed necessary.
2. Any member in good standing is eligible to serve on an Ad Hoc Committee.
3. It is the duty of each Ad Hoc committee to carry out the functions of their committee as interpreted by the President and committee Chairperson.

## ARTICLE VI – CONDUCT OF MEETINGS

The order of business at regular meetings of the Suburban Park and Recreation Association shall be as follows:

- Call to Order
- Approval of Minutes
- Acceptance of Treasurer's Report
- Correspondence
- Committee Reports
- Unfinished Business
- New Business
- Announcements
- Adjournment

### Section B- Resolution and Minutes in Writing

All resolutions and other proceedings of the Association shall be in writing and kept in a regular book of records, open to the membership at all reasonable and proper times.

### Section C – Rules of Order

Roberts Rules of Order shall govern in all questions or procedures not otherwise provided herein.

### Section D – Voting

The yeas and nays shall be taken upon the passage of all motions and upon all propositions to create any liability, or for the expenditure of appropriation of money and in all cases, at the request of any member in good standing and shall be entered upon the minutes of the proceedings. The act of a majority of members in good standing is present at a meeting.

## ARTICLE VII – AMENDMENTS

The By-Laws may be amended through written mail ballot by a two-thirds majority of the membership in good standing, returning ballots, providing that at least fifteen days of written notice of such amendment has been given to the members entitled to vote and that a discussion of the proposed amendments be on the agenda of the monthly meeting prior to the vote.