

**CONSTITUTION AND BY-LAWS
October 2016**

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the NEVADA RECREATION AND PARK SOCIETY, a state affiliate of the NATIONAL RECREATION AND PARK ASSOCIATION. This Society shall be a nonprofit organization that offers voluntary membership to all professionals and laypersons that have interests in the field of recreation and parks in the state of Nevada. Its main purpose shall be to promote the growth and development of Nevada recreation and parks.

ARTICLE II MEMBERSHIP

Membership in this Society shall be open to individuals and groups in agreement with, and acceptance of, the aims and objectives of this Society.

ARTICLE III EXECUTIVE BOARD (7)

The officers of this Society shall be as follows and shall be residents of the state of Nevada.

1. President, second year of a three-year commitment.
2. Past President, third year of a three-year commitment.
3. President-elect, first year of a three-year commitment
4. Two Vice-Presidents, one (1) from the North and one (1) from the South, elected to serve a two-year term, staggered between the North and the South.
5. Secretary, elected to serve a two-year term, staggered with the Treasurer.
6. Treasurer, elected to serve a two-year term staggered with the Secretary.

The executive board shall:

1. Meet regularly;
2. Respond to special requests or concerns;
3. Review action items and prepare them for board action;
4. Report on the operations of NRPS; and
5. Recommend necessary appointments to complete an unexpired term of any Officer;
6. Establish the agenda with appropriate notice for board meetings.

ARTICLE IV BOARD OF DIRECTORS (19)

The Executive Board shall consist of:

1. The Executive officers of this Society
2. Eight (8) members at large (MAL) elected from and by the general membership, four (4) from the Northern District and four (4) from the Southern District, to serve alternating two-year terms.

ARTICLE V COMMITTEES

The President, with the approval of the Executive Board, shall appoint for his/her term of office, chairs for the following standing committees:

Section 1 Conference Committee

Section 2 Standing Committees

- a. Awards
 - Park Excellence
 - Program Excellence
- b. Constitution and Bylaws
- c. Membership
- d. Communications
- e. Professional Development
- f. Ways and Means
- g. Audit
- h. Finance
- i. Archive
- j. Education
- k. Leadership

Section 3 Resource Committees

Discipline committees are authorized by the board to represent content areas, such as aquatics, arts and culture, programming, sports, and the like when petitioned by a group of individuals demonstrating there is sufficient demand or interest to establish a committee that meets the needs of a group of participants. Committees may be organized for a fixed period of time or for an indefinite period. Committees will report their general committee business and financial operations to the Board of Directors. Committees will elect officers and report that to the Board. Committees may represent single or both regions.

Section 4 Special Committees and Task Forces

May be formed to serve an immediate and single purpose and may be created or dissolved by the President. Membership and chairmanship of the special committees and task forces are open to all Society members.

ARTICLE VI TERMS AND DISSOLUTION

Section 1 This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the voting members present at the Annual Workshop Conference business meeting or at a special meeting called for this purpose, provided that the amendment has been approved by the Executive Board or has been proposed at the previous meeting and mailed or electronically transmitted to the voting membership at least two (2) weeks prior to the time set for acting on the amendment.

Section 2 The Constitution and By-Laws may be amended by a mail and/or electronic vote when two-thirds (2/3) of the returned ballots indicate approval. A notice containing the proposed amendment and ballot for voting shall be provided to each voting member forty-five (45) days prior to the proposed effective date of the change, and will follow notification procedures as outlined in Article VII, Section 2, of the By-Laws. The notice will also be

accompanied by statements to cover the reason for the change.

Section 3 An amendment proposed outside of this Society’s regular business meeting shall be submitted in writing and signed by at least three (3) voting members and sent to the President who shall refer the proposal to the Constitution Committee for study. After the study has been made, the Executive Board shall determine what further action shall be taken.

Section 4 Dissolution of the Society shall require three quarters (3/4) vote of all the members of the Board of Directors then in office. Any such dissolution shall become effective 30 calendar days after the vote. Assets of the Society shall be donated to other 501 (c) 3 and/or governmental organizations in the State of Nevada with the purpose of promoting parks and recreation opportunities. Approved by the Board of Directors for the disbursement of assets is required.

BY-LAWS

ARTICLE I ADDRESS

Section 1 The permanent addresses of the Society shall be the permanent P.O. Boxes of each District.

Section 2 The Vice President in each District shall ensure that all correspondence is properly forwarded to the appropriate officers and officials of the Society in their District.

ARTICLE II MEMBERSHIP CATEGORIES AND DUES

Section 1 The following are the Annual membership categories of this Society:

- Professional** – Includes individuals who are or have been employed full time in an executive, leadership, or supporting staff capacity within a public or private agency or department of recreation or parks or educational institution.
- Retired Professional** – Includes individuals over 45 years of age, who have been a Professional Member of NRPS, NRPA, or an NRPA affiliate for a minimum of two (2)years and have officially retired from a qualified professional position.
- Honorary** – May be bestowed upon those individuals approved by this Society’s Executive Board. The term of the membership will also be determined by the Executive Board.
- Associate** – Includes individuals who are employed part time or who are volunteers within the recreation and parks field, or are lay people who subscribe and agree to the aims and objectives of this Society.
- Agency** – Includes the agency Director and members of the policy or advisory board or commission. Dues are based on full time employee (FTE) equivalents.
- Student** -- Includes individuals who are enrolled full time in a high school, college or university with an interest in parks and recreation or an allied field.
- Organization/Institution and Affiliate** – Includes national, state, and local organizations, hospitals, colleges, universities, clubs, and local, state or regional societies and organizations.
- Commercial** – Includes all vendors, commercial, and for-profit organizations that

subscribe and agree to the aims and objectives of this Society.

Charitable/Nonprofit Organizations – must hold a current 501c-3

Section 2 The Executive Board, on the recommendation of the membership committee, shall establish yearly membership dues. A three-fourths ($\frac{3}{4}$) majority of all eligible Board members will be required for any dues increase.

Section 3 Annual membership dues shall be payable 365 days from the date the dues are paid. Any member who fails to pay dues within sixty (60) days shall be considered delinquent. During the period of delinquency, the member shall forfeit all rights and privileges of membership in this Society.

Section 4 Members in good standing shall include all voting and non-voting members who have been approved by the Membership Committee. They shall be entitled to:

1. A yearly membership card.
2. A onetime Certificate of Membership.
3. Access to the Constitution and By-Laws.
4. Be placed on electronic contact list to receive pertinent Society information.
5. Be referred to a committee and/or nominated for appropriate Executive Board positions as identified in Section 5 (1).

Section 5 Voting and non-voting members shall be described as follows:

1. Voting members shall include those Professional, Retired Professional, Associate, Student, and Honorary Members, and the designated representatives of Agency memberships in good standing arising in the state of Nevada.
 - a. Professional, Retired Professionals, and designated Honorary Members may be nominated as officers or members of the Executive Board.
 - b. Associate and Agency members may be nominated as Members- At-Large on the Executive Board.
 - c. Student members may be nominated as Members-At-Large on the Executive Board.
2. All membership classifications not listed in Article II, Section 5(1) of the Bylaws, as compared to Article II Section 1, shall be non-voting member classifications.

ARTICLE III DISTRICTS

Section 1 This Society shall be divided geographically by the thirty-eighth (38) degree parallel, splitting the state into Northern and Southern Districts.

Section 2 Each Vice President shall serve as Chair of a District.

ARTICLE IV DUTIES OF OFFICERS AND ELECTED DELEGATES

Section 1 The duties of the officers shall be those usually performed by such officers.

Section 2 Each officer and elected delegate shall prepare a year-end report for presentation to the Executive Board.

Section 3 **The President shall:**

1. Act as the presiding officer of this Society, the Executive Board and Board of Directors.
2. Appoint chairs of NRPS standing committees.
3. Have the power to fill any vacancies on the Executive Board per recommendations

from the Nominating Committee and/or Past President.

4. Develop an annual set of goals and outcomes for the NRPS Board and committees and ensure committees develop annual work plans.
5. Assist in coordinating the work of the Vice Presidents and committees.
6. Interpret the policies and decisions of the Executive Board to committee chairs and the membership at large.
7. Administer and supervise the work of committees and the officers of the Executive Board.
8. Make reports and prepare agendas prior to all Executive Board meetings.
9. Act as official representative and speaker for the Society.
10. Establish and maintain communication and good working relationships through correspondence and personal contacts with kindred professional organizations and closely related groups and agencies.
11. Stimulate through written and electronic correspondence, and oral expression, progressive thinking toward the development of a high standard of professionalism within the membership.
12. Be responsible for securing from all committees, officers, and elected delegates year-end reports to be included in the President's year-end report that is made available to the members of the Society.
13. Be eligible for nomination for any elected position in this Society after serving a term as Past-President.

Section 4 The President Elect shall:

1. Attend all meetings of the Executive Board and Board of Directors and become acquainted with the duties of the President.
2. Serve as President in the absence of the President.
3. Serve as chair of the Annual Workshop/Conference Committee.
4. Assume the Presidency at the expiration of the term of the incumbent.

Section 5 The Past President shall:

1. Serve as chair of the Legislative Committee.
2. Serve as chair of the Nominating Committee.
3. Assist the President-Elect with the Annual Workshop/Conference.
4. Serve as chair of the Audit Committee
5. Serve on the Executive Board and Board of Directors
6. Perform other duties as assigned by the President or Board of Directors

Section 6 Each Vice-President shall:

1. Assist the President and President-Elect as requested.
2. Serve as substitute for the President-Elect, from that District in case of the President-Elect's absence.
3. Automatically become President-Elect in the event a vacancy occurs in the President-Elect's office, providing the President-Elect was from the same District.
4. Serve as chair to the District to which he or she was elected.
5. Conduct regular District meetings.
6. Coordinate the activities of the Society with members of that District.
7. Convey significant information to and from the local District.
8. Be elected by the members of the local District during the annual election.
9. Chair the Membership Committee for their respective District.
10. Serve on the Executive Board and Board of Directors

11. Perform other such duties as assigned by the President or Board of Directors.

Section 7 The Secretary shall:

1. Be responsible for keeping accurate records of the business of the Society.
2. Be responsible for sending all proper notices of all meetings to those who should receive them.
3. Be responsible for distributing minutes of all Executive Board meetings to members in good standing.
4. Serve as the Archive Committee Chair.
5. Update the Executive Handbook as needed.
6. Perform other such duties as assigned by the President or Board of Directors.

Section 8 The Treasurer shall:

1. Receive and hold all funds of the Society.
2. Disburse funds authorized by the President or Board of Directors by check or purchase card (all requests not previously authorized shall be co-signed by the Treasurer and one other officer as designated by the President).
3. Prepare and present a budget to the Executive Board and Board of Directors at least one month prior to the close of the previous fiscal year.
4. Serve on the Membership Committee.
5. Submit documentation and remit required fees to the State of Nevada to maintain the Society's non-profit status.

Section 9 Members at Large shall:

1. Chair the Communications Committee, when assigned.
2. Serve as liaison to an assigned area of responsibility and/or the general membership, as required, for the President and the Board of Directors.

Section 10 All Officers of this Society shall:

1. Assume their respective duties after taking the oath of office administered during the installation of officers at the Annual Workshop Conference. In such case that a Conference is not scheduled, the officers shall assume their duties on the 15th day of May.
2. Hold office until their successors qualify and are elected or appointed.

ARTICLE V DUTIES OF BOARD of DIRECTORS

Section 1 The Board of Directors shall:

1. Carry out the policies and instructions of this Society, and take official action at such times as this Society is not convened in general business session.
2. Meet at the call of the President, or as requested by the majority of Board members.
3. Approve the annual budget of this Society and all other non-budget expenditures costing over \$100.00.
4. Approve all committees' procedural manuals (strategic plans, guidelines, operations codes etc.) and any subsequent revisions.

ARTICLE VI DUTIES OF STANDING COMMITTEES

Section 1 The Annual Conference Committee shall:

1. Be chaired by the President-Elect. The Past President will serve on the committee.
2. Consider the rotation of the Annual Workshop Conference between the Northern and Southern Districts.
3. Establish the Conference site.
4. Schedule the installation of officers and presentation of awards.
5. Establish a conference program of speakers, sessions, meals and so forth.
6. Develop and distribute literature about the conference and prepare a conference program brochure.
7. Submit final Conference Reports, including final revenues and expenses, to the Board of Directors

Section 2 The Constitution and By-Laws Committee shall:

1. Annually review the Constitution and By-Laws for necessary changes.
2. Prepare amendments for vote by qualified members as described in Article IX, Sections 1-3 of the Constitution.
3. Assist the Historical Committee in maintaining the history of the Society.
4. Communicate revisions in the Constitution and By-Laws to the membership.
5. Amendments to Bylaws – clerical corrections to the bylaws may be made at the discretion of the President and approved by the Board of Directors.

Section 3 The Archival Committee shall:

1. Be chaired by the Secretary.
2. Assist the Secretary in maintaining the history and records of this Society through a written narrative and scrapbook or other media.
3. Keep these records in a permanent location, including physical and/or electronic storage.

Section 4 The Legislative Committee shall:

1. Be chaired by the Past-President.
2. Define and study issues relevant to recreation and parks.
3. Research laws and regulations relative to the development of recreation and parks.
4. Report findings and/or make recommendations to address issues, laws, regulations, and other areas of concern and/or interest to the Society.
5. Propose legislation and lobby for bills reflecting the aims of the Society.
6. Prepare a year-end report on Board accomplishments for distribution to the general membership.

Section 5 The Membership Committee shall:

1. Be chaired by the Vice President for each District.
2. Assist the Vice Presidents and Treasurer in recruiting a maximum number of active members.
3. Publicize and promote membership activities.
4. Make available, to members only, the membership list and application forms.
5. Maintain and update current information on members.
6. Distribute information on, and the benefits of membership in, the Society.

Section 6 The Nominating Committee shall:

1. Be chaired by the Past-President.
2. Consist of no less than four (4) members.

3. Obtain written consent from a potential candidate before placing their name on the ballot.
4. Represent a cross-section of interest and residency.
5. Select and nominate those members of the Society who, because of their demonstrated interests, are deserving of assuming Society leadership.
6. Prepare a slate of nominees to be made available by the chair to qualified voting members as described in Article II, Section 5, (1), of the By-Laws not later than 45 calendar days prior to the Annual Conference business meeting, or by the 15th day of May if a Conference is not held (see Article IV, Section 9, (1), of the By-Laws).
7. Consider an annual rotation of the Presidency between the Northern and Southern Districts.

Section 7 The Communications Committee shall:

1. Be chaired by a Member-at-Large.
2. Be responsible for editing, publishing and distributing, at least three (3) attractive news bulletins per year to all members.
 - a. Staff the Web Site subcommittee.
 - b. Staff the Publications subcommittee.
3. Market the image of the Society, as appropriate.
4. Create projects and new ideas to promote interest in the Society.

Section 8 Audit Committee

1. Every 3-years, on a rotating basis, conduct an audit of membership services to assess the effectiveness of services, consistency with the NRPS mission/vision, fiscal responsibility, committee membership structure, and make recommendations for change, addition, revision, or elimination of responsibilities
2. Audit committee is composed of Members at Large of the NRPS Board
3. Audit final reports made available to all members. Committees included in the review process include:
 - a. Nominating Committee
 - b. Awards Committee
 - c. Membership Committee
 - d. Annual Conference Committee
 - e. Membership Committee
 - f. Communications Committee
 - g. Professional Development Committee
 - h. Finance Committee
 - i. Archival Committee
 - j. Ways and Means Committee
 - k. Education Committee

Section 9 Awards Committee

1. Organize a committee representative of both regions
2. Create a schedule for the awards process, commencing in January annually, and being completed at least one month prior to the NRPS Conference
3. Advertise and recruit nominees for awards
4. Work directly with agencies and individuals to recruit nominees for awards
5. Provide the secretary with your schedule at least 3 months and preferably 6 months prior to opening award nominations for posting on the NRPS website

6. Review and recommend changes in the awards process to the NRPS Board
7. Review the criteria for awards and recommend updates/revisions, as appropriate to the NRPS Board
8. Work with the appropriate VP to rewrite the Awards Committee bylaws to remove from the conference planning committee structure
9. Gather a list of all previous awards winners
10. To review and revise the existing bylaws and propose operating procedures for the committee

Section 10 Education Committee

1. Responsible for all education and training opportunities for NRPS with the exception of the annual conference, Leadership Institute, and aquatics committees
2. Organize the Lunch and Learn programs in each region to be delivered on the same day
3. Schedule same programs 3 months out with speakers and 6 months out with dates
4. Coordinate education activities with the Leadership Institute, conference planning committee, professional development committee, and the ways and means committee, and the 2 aquatic committees. This involves communicating with the committees to determine what training is planned.
5. Identify opportunities and needs for training for NRPS members and their agencies and either:
 - a. Provide the training
 - b. Make recommendation to an appropriate committee for training
 - c. Suggest alternative sources for training
6. Coordinate CEUs with the professional development committee

Section 11 Finance Committee

1. To develop, manage, and recommend an annual budget to the Board
2. Treasurer has primary responsibility for management and reporting of the budget
3. President, president elect, past-president, treasurer and secretary are responsible developing the annual budget.

Section 12 Ways and Means Committee

1. Work directly with the annual workshop conference committee and manage the recruitment of vendors for the annual conference.
2. Plan and conduct an average of 2 major fund raisers annually as proposed by the committee and approved by the Finance Committee, such as CPSIMake regular reports to the Board of fund raising activities
3. Work closely with the treasurer and prepare an annual budget s/he can present to the board for fund raising activity expenses and revenue
4. Propose bylaws for this committee and appropriate operating procedures

ARTICLE VII ANNUAL ELECTION PROCEDURES**Section 1 An Annual Election shall be held to elect:**

1. President-Elect
2. Two (2) Vice-Presidents, one (1) from the Northern and one (1) from the Southern
3. District, elected to serve alternating two (2) year terms.
4. Secretary, elected to serve a two (2) year term.

5. Treasurer, elected to serve a two (2) year term.
6. Eight (8) Members at Large elected from, and by, the general membership; four (4) from the Northern District, and four (4) from the Southern District, to serve alternating two (2) year terms.

Section 2 Election Procedures

1. The offices and Executive Board positions, not including the special liaison delegates, shall be filled only by those members described in Article II, Section 4 of the By-Laws.
2. Voting shall be done by mail and/or electronic ballot. To be valid, the ballot must be received in the office of the Nominating Committee Chair by midnight of the date indicated on the ballot unless otherwise specified.
3. All ballots shall be counted by the President, President-Elect, and one other member who is not a candidate for office.
4. The individual receiving the highest number of votes for each office shall be declared elected by the President at the annual installation of officers.
5. In case of tie votes, the President shall cast a vote to break the tie. Otherwise, the President shall not vote.
6. If, for any reason, the validity of the official, tallied ballots is questioned, the election shall be declared null and void. In this instance, a new election shall be conducted utilizing the voting members who attend the Annual Workshop Conference business meeting. Original nominees shall remain in place; however, additional nominations may be made from the floor. Voting, in this emergency election, shall be conducted on written ballots.

ARTICLE VIII MEETINGS

Section 1 There shall be a combined Annual Business Meeting and Conference each year.

Section 2 The Board of Directors shall have the authority to establish the date, time, place, and format (such as teleconferencing) for other business meetings as deemed necessary.

Section 3 All meetings of this Society shall follow parliamentary procedures as described in the latest version of "Robert's Rules of Order".

Section 4 The quorum for meetings shall be as follows:

1. Board of Directors – More than fifty percent (50%) of voting members.
2. Society's General Business Meeting – Fifteen (15) voting members.
3. Standing Committees – Two (2) voting members.

Section 5 Attendance

1. Any Board member who compiles more than three consecutive unexcused absences, or attends less than seventy-five percent (75%) of scheduled Board meetings within a calendar year, shall be considered to have resigned.
2. Excused absences are defined as absences due to an illness of the member or of a member's family, employment-related activities, or other instances as approved by the President on a case-by-case basis. Notifications of absences are to be made to the Secretary of the Executive Board.
3. Appointment to fill the unexpired term of office of a member who has resigned shall be made by the President, in consultation with the Executive Board, in

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accordance with the Article IV, Section 3, (3), of the By-Laws.