

North Carolina Recreation and Park Association, Inc.
BY-LAWS

ARTICLE I

Objectives and Goals

The purpose as stated in Article III of the Articles of Incorporation shall be the basis of the following statements:

Section 1. To unite into one organization, all recreators with common interest, to broaden the profession and to provide professional fellowship.

Section 2. To foster, maintain and elevate the standards of professional qualifications, training and ethics; to foster voluntary certification, encourage agency accreditation; to encourage and assist colleges and universities in the planning, training and placement of their graduates according to professional standards.

Section 3. To stimulate interest in securing, planning, developing, maintaining and preserving the recreation resources within the State and to secure more effective use of all land and water areas for recreation.

Section 4. To promote a publicity and public relations program on the trends and values of recreation as related to all individuals and groups.

Section 5. To cooperate with all recreation and park associations and organizations with similar objectives; to encourage cooperation and coordination between various agencies and organizations concerned with the provisions of leisure services.

Section 6. To identify and support those agencies of state government who have a programmatic or consultative responsibility in the provision of leisure services.

Section 7. To support the concepts of (1) the combined functions of parks and recreation at all levels of government, and (2) the independent, separate status of the recreation and park function.

Section 8. To disseminate educational information concerning parks and recreation and to use available media sources for this purpose.

Section 9. To encourage study, discussion, research and analysis of those matters which will aid in the advancement of the recreation and park movement through conferences, workshops and similar professional development activities.

Section 10. To study and analyze legislation pertaining to recreation and parks and to promote and sponsor legislation affecting the field of recreation and parks as permitted under the state and federal statutes applicable to the Association's tax-exempt status.

Section 11. To operate exclusively for charitable, educational and research purposes as defined in Section 501c (3) of the Internal Revenue Code (IRC) of 1954, as amended, and NC statutes pertaining to our nonprofit status, and not engage in any activity which will result in the denial or loss of exempt

status as herein described.

Section 12. To encourage the development of accessible park and recreation facilities and services designed to promote the independent leisure functioning of all citizens.

Section 13. To administer its affairs without discrimination against any person based on race, color, national origin, sex, religion, age, sexual orientation, or disability.

ARTICLE II

Affiliation

The Association shall be an affiliate organization of the National Recreation and Park Association. The Association may establish a liaison relationship with those agencies and organizations for the mutual purposes and benefits.

ARTICLE III

Membership and Duties

Section 1. Membership Classification

- A. **Professional Member.** A Professional Member is a career professional by virtue of training and experience in the field of park and recreation services.
- B. **Retired Member.** A Professional Member is eligible upon retirement for the Retired Membership. A Retired Member shall have the same privileges and rights as the Professional Member.
- C. **Student Member.** A Student Member is a full-time student pursuing a degree in the field of parks and recreation or other related field of study
- D. **Citizen Board Member, Individual or Group.** A Citizen Board Member is a person who is serving the recreation and park field on Commissions, Boards, Committees, local elected officials, local government management, or other related interest groups.
- E. **Affiliate Member.** An Affiliate Member is a person interested in and who contributes to the purpose of the Association and does not qualify for membership in one of the above membership classifications. An Affiliate Member may be employed on a part-time or seasonal basis in recreation, parks or a closely allied field.
- F. **Agency/Organization Member.** An Agency/Organization Member is an agency or organization providing services in the field of recreation, parks or a closely allied field. For membership purposes, Agency Membership is determined based on the number of full-time permanent staff. The administrator of an agency account shall also have all privileges and rights associated with a Professional membership.
- G. **Commercial Member.** This membership is for all businesses in the area of Leisure Services. Members of this category are eligible to receive all benefits, which may be approved by the board.

Section 2. Dues

Dues are a requirement for membership in the Association.

- A. **Membership Year.** July 1 through June 3031 for all membership classifications:
- B. **Membership Termination.** Dues not paid by the last day of August will result in termination of membership and all rights and privileges of that membership.
- C. **Membership Reinstatement.** Membership may be reinstated by payment of dues for the current membership year.
- D. **Changes in dues structure.** Any changes shall be recommended to the Board of Directors for approval. Two-thirds of the votes cast by the Board is required for adoption.

ARTICLE IV Board of Directors

Section 1. Candidates, Requirements and Terms of Office

Association officers are: President, President Elect, Past-President, Professional Development member and At-Large member

A. Board of Directors:

- 1. Must be a professional retired, affiliate or student member prior to taking office.
- 2. Shall hold office for one year beginning on January 1 and ending December 31.
- 3. May be installed at the Annual Conference following their appointment.
- 4. And additional qualifications as defined in the Manual of Procedures.
- 5. Prior to taking office must reside or be employed in NC

B. Region Leadership Team:

- 1. Must be a member residing or working in region in which the position is to be held.
- 2. Shall hold the position for one year beginning on January 1 and ending December 31.
- 3. And additional qualifications as defined in the Manual of Procedures.

Section 2. Selection Procedure

- A. The Nominations Committee shall be comprised of 1 member from each of the NCRPA Standing Committees. These individuals are to be determined based on the selection procedures outlined in the Manual of Procedures.
- B. The Nomination Committee will select the chair from the eligible members. The Past-President will serve as their liaison from the Board of Directors.

- C. In June, the Nominations Committee shall notify the membership that nominations for Association officers are being accepted.
- D. The Nominations Committee shall review all submissions, interview and vet the potential candidates as needed and provide their final recommendations to the NCRPA Board of Directors for approval. The recommendations shall be selected in totality.

ARTICLE V

Board of Directors

Section 1. Membership and voting on the Board

- A. Association Officers will hold voting privileges on the Board.
- B. The Executive Director shall serve as an ex-officio, non-voting member.

Section 2. Powers

- A. The affairs of the Association shall be directed by the Board of Directors except as otherwise provided by statutes or by these By-Laws.
- B. It is the responsibility of the Board of Directors to adopt a balanced budget at the time of its first Board meeting.

Section 3. Meetings

- A. A minimum of six regular meetings of the Board shall be held including one at the Annual Conference.
- B. A special meeting of the Board may be called by the President or a minimum of 3 board members.-
- C. Notice of regular board meeting shall be made available at least two weeks in advance of a meeting. It is suggested that a minimum of 24 hours notices is given for Special called board meetings.
- D. The board may conduct closed session meetings for the following topics: personnel, nominations, sponsorships, grants legal actions or items that should be exclude from local government public record requirements.

Section 4. Quorum

- A. Fifty percent plus one (1) of the eligible voters of the Board constitute a quorum of the board.

ARTICLE VI

Duties of Members of the Board of Directors

Section 1. President

- A. Presides at all meetings;
- B. Represents or appoints a representative, to all organizations which request an NCRPA representative;
- C. Acts as an ex-officio member of all committees of the Association.

Section 2. President-Elect

- A. Acts in the absence of the President; Assumes the Presidency of the Association for the year following term as President-Elect.
- B. Coordinates the work of the Regions.
- C. Serves as parliamentarian

Section 4. Secretary

- A. The President shall appoint a member of the Board of Directors to serve as the official Secretary of the Board. Board minutes shall be prepared by a NCRPA staff member.
- B. Causes to be kept accurate recordings of all Board of Directors meetings and actions;
- C. Causes to be prepared minutes of all meetings and distributes or causes them to be distributed to the Board of Directors within thirty days following the meeting;
- D. Causes to be notified all Board members of the time, date, and location of all meetings of the Board of Directors;
- E. Shall periodically examine the records and work of the Association, and keep a written historical account of events up to date.

Section 5. All Board Members

- A. Causes to be kept full and accurate accounts of receipts and disbursements of the Association;
- B. Has custody of all funds and securities of the Association;
- C. Causes to be deposited all monies and all valuable effects of the Association in the name and to the credit of the Association in such banks or depositories as the Board of Directors may designate;
- D. Causes to be maintained a statement of accounts available to the Board of Directors upon request;
- E. Causes to be prepared an annual fiscal budget, which considers all Association programs and operations.

Section 6. Past-President

- A. Serves as non- voting liaison to the Nomination Committee.
- B. Responsible for the implementation of Article- IV, Section 2 of By-Laws

Section 7. Vacancies

- A. Any vacancies shall be appointed by the Nominations Committee. In the event of a vacancy in the office of Past-President, the Nominations Committee would immediately fill the vacancy from among previous Past Presidents.

ARTICLE VII

Region Leadership Teams

Section 1. General

- A. The purpose of Regions is to facilitate a greater involvement of the Association membership by appealing to their proximity to one another.
- B. The State shall be divided into nine geographic Regions with boundaries corresponding to county lines. Refer to NCRPA Region map.
- C. No Region shall act independently of the Association nor enter into any contractual agreement.
- D. Modifications of the boundaries of said Regions requires a two-thirds vote by the Board of Directors.

Section 2. Termination

- A. A Region may be terminated only by a unanimous vote by the Board of Directors.

Section 3. Program Responsibilities

- A. Regions shall abide by Articles of Incorporation and By-Laws of the Association.
- B. Regions may conduct business meetings, programs, workshops, and similar activities to stimulate and increase membership participation and professional development.

Section 4. Officers

- A. Each Region shall have a leadership term min 3, max 5 in accordance with the Manual of Procedures.
- B. Officers shall serve one-year terms and shall be determined through the nomination process process as identified in Article IV, Section 2.

Section 5. Budget and Finance

- A. Region budgets shall be a part of the annual Association budget and shall be submitted to

the NCRPA office and Finance Committee for their consideration, action and recommendation.

- B. All monies received and spent within a Region shall be processed through the NCRPA office.

ARTICLE VIII Committees

Section 1. Standing and Ad Hoc Committees

- A. **Establishment and Termination of Committees.** Committees shall be established and terminated by of the Board of Directors simple majority vote is required for Adhoc committees and 2/3 majority vote is required for standing committees.
- B. **Standing Committees.** Standing committees are important to the continuity of the operations of the NCRPA. Standing committees shall be made up of six members, serving three years, with 1/3 rotating off each year except for the Advocacy Committee which will have 7 members with a 2, 2 and 3 rotating off in sequential years. The specified standing committees are:
 - 1. **Advocacy Committee.** The Advocacy Committee shall deal with all legislative activities related to the Association at the local, state, and national levels and shall guide the Association in its legislative procedures, policies, and strategies.
 - 2. **Citations and Awards.** The Citations and Awards Committee shall be responsible for the selection of individuals to receive the state awards , Arts and Humanities Awards, Innovative Program and any other general Association awards and citations which may be determined by the Board of Directors.
 - 3. **Procedures Committee.** The Procedures Committee is responsible for the development and maintenance of the Association's By-Laws and Manual of Procedures. It makes recommendations to the Board of Directors for additions, changes, and revisions of those documents and may assume other responsibilities as assigned by the Board of Directors.
 - 4. **Professional Development Committee.** The Professional Development Committee in conjunction with the professional development board member shall coordinate, promote and evaluate programs to improve professional knowledge, leadership and management skills the professional growth and development of NCRPA members.
 - 5. **Finance Committee.** The Finance Committee is responsible for the planning and monitoring of the fiscal policies and procedures of NCRPA. It is required to study the financial needs of the Association and to make recommendations to the Board of Directors on matters pertaining to the budget, and investments. All budget requests and revisions shall be referred to the Finance committee for analysis and recommendation prior to being submitted to the Board of Directors for consideration.

- C. **Ad-hoc Committees.** Ad-hoc committees are discretionary committees established by the board for specific tasks.

- D. **Event/Support Committees:** These ongoing committees support a variety of association events and conferences. They are established through the programming needs of the association. Membership and leadership of these committees are self-selected and reported to the Nominations Committee and Board of Directors.

ARTICLE IX Management

Section 1. Executive Director and Staff

The Executive Director of the Association shall be the chief administrative official of the Association and shall be appointed by and serve at the pleasure of the Board of Directors. The Executive Director shall have the responsibility for and control of the administrative staff of the Association, including the hiring and dismissal of said personnel subject to any control as may be determined by the Board of Directors; and shall have such other powers and duties as assigned by the Board of Directors.

Section 2. Management Evaluation

The Board of Directors shall be responsible for evaluating the performance of the Executive Director and the compensation to be received on an annual basis. The Executive Director in return is responsible for evaluating all other office personnel and for recommending to the Board of Directors the salary schedule of said personnel.

Section 3. Financial Standards

The Association shall adhere to generally accepted standards of financial management including the bonding of those personnel handling funds. The Association accounts shall be audited annually as directed by the Board of Directors. This will include the services of an independent accountant approved by the Board of Directors. The audit report should include financial statements showing all receipts and disbursements of the Association, assets and liabilities, all in sufficient detail to be in accord with sound accounting practices.

ARTICLE X Rules

The latest edition of Robert's Rules of Order shall prevail at the meetings of the Association unless otherwise specified by the By-Laws or the Articles of Incorporation.

ARTICLE XI Amendments

All proposed amendments must be made by the Procedures Committee to the Board of Directors. The Board of Directors shall review the proposed amendment and the said amendment shall only be placed in effect upon the approval of two-thirds of those composing a quorum of the Board of Directors.

(Revised & Adopted June 10, 2016)