

# SOUTH CAROLINA RECREATION AND PARK ASSOCIATION BY-LAWS

## ARTICLE I - NAME

### SECTION I

This organization shall be known as the South Carolina Recreation and Park Association and shall be an affiliate of the National Recreation and Park Association.

## ARTICLE II - MISSION

### SECTION I

Mission Statement:

The South Carolina Recreation and Parks Association is a non-profit organization dedicated to the professional development of its members and advocacy for parks, recreation and tourism opportunities in South Carolina.

## ARTICLE III - OBJECTIVES

### SECTION I

The aims and objectives of this organization are:

- A. To unite in one (1) organization all persons and organizations interested in the delivery of parks, recreation and tourism in South Carolina.
- B. To foster and maintain high standards of professional qualifications, training and ethics.
- C. To stimulate and further interest in parks, recreation and tourism services and in the preservation and development of the state's natural resources.
- D. To cooperate for mutual benefit with other agencies or organizations with similar or related objectives.
- E. To strive for the coordination of activities of all agencies, public and private, concerned with the provisions of parks, recreation and tourism services.
- F. To act as a central agency through which information related to parks, recreation and tourism services can be cleared.
- G. To improve and expand parks, recreation and tourism services and to promote desirable related legislation.
- H. To promote recognition of the parks, recreation and tourism profession and provide professional fellowship.
- I. To function in a manner which will further the interest of the parks, recreation and tourism movement and its personnel in South Carolina.

## ARTICLE IV - MEMBERSHIP

### SECTION I

Membership shall be open to any individual, agency, educational institution or business interested in the delivery of parks, recreation and tourism who meet the requirements as provided hereinafter:

#### Individual Structure

Professional/Staff – Any individual gainfully employed by a park, recreation or tourism agency be it governmental, nonprofit, private or industrial

Student – Any full time (12 hours or more) student enrolled in a parks, recreation or tourism services field.

Retired – Any individual who has retired with a minimum of ten (10) years in South Carolina within the parks, recreation or tourism services field.

Agency Structure - Any Agency who provides park, recreation or tourism services with consistent objectives of the South Carolina Recreation and Parks Association. This membership shall include: specified staff, membership in the South Carolina Athletic Programs branch, and any or all of the following: City/County Councils, Commission and Board Members (be it policy making and/or advisory).

- A. PACKAGE #1 2 Staff
- B. PACKAGE #2 10 Staff
- C. PACKAGE #3 20 Staff
- D. PACKAGE #4 Unlimited Staff

Educational Institutions - Any institution of higher learning that offers course work in parks, recreation or tourism services. This membership shall include all professors/instructors and all students.

Corporate Membership - Any business interested in the area of parks, recreation or tourism services. They shall receive discounted prices for exhibiting, advertising and/or other services provided by SCRPA.

- A. Single member
- B. Multiple members

### SECTION II

The South Carolina Recreation and Park Association will promote diversity and not discriminate on the basis of age, color, creed, national origin, race, religion, or sex.

### SECTION III

Only Professionals/Staff and Citizen Board Members (under agency packages) in good standing shall have the right to vote and hold office in the Association.

### SECTION IV

All members shall have the opportunity to join districts, branches or committees.

### SECTION V

All Memberships fees are due and payable on January 1 of each year.

### SECTION VI

Members or Agencies who fail to pay their dues by February 15th shall forfeit all membership services provided by the Association, but may be restored in full membership upon receipt of dues and a reinstatement fee.

### SECTION VII

All memberships may be revoked by two-thirds (2/3) majority vote of the Board of Directors for reasons deemed unbecoming to the Association. This action shall take place only after the individual member has had the opportunity to be heard on the issue by the Board of Directors.

### SECTION VIII

All membership categories and dues concerning the Association shall be approved by majority vote of the membership.

## ARTICLE V - DISTRICTS

### SECTION I

The Association shall be divided into four (4) geographic districts with boundaries as established by the Board of Directors. The purpose of the districts is to facilitate the exchange of information between the membership of the Association and the Board of Directors.

### SECTION II

Each district shall elect a District Vice President who shall serve as a member of the Board of Directors and as a member of the Executive Committee. Each district may elect a District Vice President Elect or other officers as they may deem necessary. Each district will establish its own procedure for the succession of its officers.

### SECTION III

Each District may establish an annual budget; however, the district must establish a means of generating revenue in adequate amounts to fund its budget. All funds and expenditures accrued by a district shall be submitted to the Association's Executive Director for deposit or payment and reviewed by Treasurer.

### SECTION IV

Each district vice president shall appoint one member to serve on each standing committee where representation from districts is recommended or required by the By-laws of the Association. District representatives for committees will serve two year terms in conjunction with their district vice president.

### SECTION V

Each district shall meet at least three (3) times during the membership year.

## ARTICLE VI - BRANCHES

### SECTION I

A Branch shall be a group of eight (8) or more Association members who have a common interest in parks, recreation and tourism.

### SECTION II

To become a branch, the group of eight (8) members as stipulated in ARTICLE VI, SECTION I, may petition the Board of Directors of the South Carolina Recreation and Park Association submitting a copy of their proposed By-Laws. Upon approval by the Board of Directors, the Branch shall be provisionally established and will be presented to the general membership of the Association for a vote prior to the Annual Meeting for approval as a Branch.

### SECTION III

Any Branch which fails to meet the following requirements shall be placed on probation and if the branch does not meet the following requirements in the following membership year, the branch shall be rescinded and shall lose its representation on the Board of Directors and any Association Committees. Rescission shall become effective at the beginning of the second consecutive year in which a branch fails to meet the following basic requirements:

#### Basic Requirements:

1. Have at least eight (8) members
2. Hold at least one annual meeting with the Branch's membership
3. Hold at least one annual meeting of the Branch's elected leadership
4. Hold scheduled elections in accordance with the Branch by-laws

## SECTION IV

All discrepancies between the Association's By-laws and those of the Branches shall be resolved in favor of the Association's By-laws.

## SECTION V

Branch activities can receive funds from the South Carolina Recreation and Park Association by approval of the Board of Directors. All funds and expenditures accrued by the Branches will be submitted to the Association's Executive Director for deposit or payment who will review them with the Treasurer.

## SECTION VI

Any Branch Chair who fails to hold scheduled elections in accordance with the branch by-laws may be replaced by an appointee of the Association's President beginning January 1 of the following year in which they do not hold a meeting.

## ARTICLE VII - BOARD OF DIRECTORS

### SECTION I

There shall be a Board of Directors consisting of the Elected Officers, District Vice Presidents, the Branch Chairpersons and a representative from the South Carolina Department of Parks, Recreation and Tourism.

### SECTION II

The Board of Directors, responsive to the membership, shall have supervision, control and direction of the affairs of the Association; shall determine its' policies or changes therein, with the limits of the By-laws, shall actively carry out Association purposes within the limits of available budgeted funds, and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Board shall conduct all business of the association, except that handled at the annual/business meeting of the association. All meetings shall be open to the general membership.

The Board of Directors shall give an annual report to the membership at the annual meeting to be held at the Annual Conference, stating the progress made during the year and those projects still not complete.

### SECTION III

The place, length, date and program of the Annual Conference shall be based on definite expressions from the total membership to the Annual Conference committee and shall be approved by the Board of Directors.

#### SECTION IV

The Board of Directors shall have at least three (3) annual meetings. Such meetings of Board shall be at the call of the President.

#### SECTION V

Special meetings of the Board may be called by the President as his/her discretion or by written request of at least four (4) members of the Board or ten (10) percent of Association's voting members.

#### SECTION VI

A simple majority constitutes a quorum of the Board for transaction of business.

#### SECTION VII

All parliamentary business not covered by the By-laws of the Association shall be governed by Roberts Rules of Order Revised.

#### SECTION VIII

The Association's fiscal year shall be the calendar year.

### ARTICLE VIII – ELECTED OFFICERS & DUTIES

#### SECTION I

The elected officers of this Association shall perform the duties usually performed by such officers and as described in Roberts Rules of Order, revised together with such duties as shall be described by the By-laws, by the Board of Directors and the Standard Operating Procedure Manual.

#### SECTION II

The elected officers of the Association shall consist of the President, President Elect, Past President, Vice President, Secretary and Treasurer. The offices of Vice President, Secretary and Treasurer shall be elected annually. The Board of Directors shall have the power to fill vacancies in any of these offices, not otherwise provided in the By-laws.

### SECTION III

- A. The Vice President, Secretary, Treasurer shall be elected prior to the Annual meeting of the Association. The Vice President shall be elected for a period of one (1) year and the Secretary and Treasurer shall be elected, on opposite years, for a period of two (2) years. All three positions will serve until their successors have been elected and duly installed. The term of office for the Association's Officers and Board of Directors will run from January 1st through December 31st following the Annual Meeting. The installation of these officials will be at the Annual Meeting.
- B. The office of Vice President shall automatically become the President Elect, President and then Past President. This will be a four (4) year commitment on behalf of the Vice President.
- C. In the event an elected officer of the Association leaves the park, recreation and tourism profession prior to the completion of his/her term of office, that such office be automatically vacated at the time of leaving unless the board of directors by majority vote agrees to allow such elected officer to complete his/her term of office. When there is provision for a replacement that replacement takes office immediately and where there is no provision for replacement that it be made at a special called meeting of the Board Directors.

### SECTION IV            PRESIDENT

The President of the Association shall act as presiding officer for the Board of Directors and Association business meetings. He/she shall call meetings of the Board of Directors as specified or as requested in writing by the Board of Directors. He/she shall ensure there is an annual Association report given at the annual business meeting. He/she shall appoint for his/her term of office the chairperson of the Association Committees. He/she shall serve as an ex-official member of all committees with the exception of the Nominating Committee. He/she shall appoint elected officers to serve as liaisons to the committees.

#### Responsibilities:

- A. Preside at all official meetings of the Association.
- B. Call meetings of the Board of Directors at least three (3) times yearly and notify all Board members of the time, place and agenda for the meetings and The Executive Committee.
- C. Call meetings of the Board of Directors as requested in writing by at least four (4) members of the Board or ten (10) percent of Association's voting members.
- D. Appoint, with approval of the officers, special committees as deemed necessary in the interest of the Association.
- E. Serve as ex-officio member of all committees except the Nominating Committee.
- F. Provide written material for each edition of the magazine and newsletter to be published under the President's page.
- G. Prepare an annual Association report for presentation at the Annual Business Meeting.
- H. He/she shall appoint elected officers to serve as liaisons to the committees.

Guidelines:

- A. Have a thorough knowledge of the By-laws and Standard Operating Procedures of the Association and its' branches.
- B. Request written reports for all Committee, Branches and Districts at each Board of Directors meeting.
- C. Send copies of all written correspondence pertaining to the Association business to all elected officers.
- D. Consult and council with the Past President and President-Elect in all Association matters.
- E. Prepare Agendas for all Board of Directors meetings.

Deadlines:

- A. Completes all appointments by the first Board of Directors meeting.
- B. Send written material for the Presidents page of the magazine and newsletter.
- C. Require all Committee, Branch, and District reports for President's Report to be due thirty (30) days prior to the State Conference.

## SECTION V PRESIDENT-ELECT

The President-Elect of the Association shall acquaint himself or herself with the activities of the Association and the duties of the President. He/she shall assume the presidency at the expiration of the term of the incumbent. He/she shall serve as presiding officer if Association's President is unable to be in attendance at a board meeting. He/she shall serve as liaisons of committees appointed by the president.

Responsibilities:

- A. Familiarize himself/herself with the functions of the Association through attendance at Board of Directors meetings and the annual business meetings.
- B. Familiarize himself/herself with the duties of the President by working closely with incumbent during their term of office.
- C. Serve as a member of the Board of Directors and the Executive Committee.
- D. Appoint Vice-Chairpersons of all committees.
- E. Serve as the Association liaison for all state and national legislative matters.
- F. Assume the office of President at expiration of the incumbent's term.
- G. Serve as the Chair of Legislative Committee in coordination with the Past President Committee and Association's Legislative Liaison and Executive Director.
- H. He/she shall serve as liaisons of committees appointed by the President.



Guidelines:

- A. Have a thorough knowledge of the By-laws and By-Laws of the Association, Branches and Committees.
- B. Attend all meetings of the Board of Directors.
- C. Send copies of all correspondence pertaining to the Association business to all elected officers.

Deadlines:

- A. Make all Vice Chairperson appointments by the first Board of Directors meeting following the State Conference.

## SECTION VI VICE PRESIDENT

The Vice President of the Association shall act as presiding officer in the absence of the President and President Elect. He/she shall serve as the Association Parliamentarian. He/she shall serve as liaisons of committees appointed by the president.

Personnel:

Election shall be as provided in ARTICLE VIII, SECTION III of the By-laws.

Responsibilities:

- A. Serve as Association Parliamentarian.
- B. Assist President-Elect with coordination of state and national legislative matters effecting the Association.
- C. Coordinate review of the Association By-laws and submit recommended changes to Board of Directors.
- D. Coordinate and review accuracy of the Association Long Range Plan and submit recommended changes to Board of Directors.
- E. Serve as chair of the Association's Ways and Means Committee.
- F. Serve as the By-laws/ Policies and Procedures Committee in coordination with member of Past Presidents Committee.
- G. Serve as a member of the Board of Directors and the Executive Committee.
- H. He/she shall serve as liaisons of committees appointed by the President.

Guidelines:

- A. Have a thorough knowledge of the By-laws of the Association, Branches and Committees.
- B. Attend all meetings of the Board of Directors.
- C. Understand the procedures of Roberts Rules of Order.
- D. Send copies of all correspondence pertaining to the Association business to all elected officers.

## SECTION VII

## SECRETARY

The Secretary of the Association shall serve as recording secretary and will be responsible for attending the board meetings, recording and emailing of minutes to President of the Board of Directors and the Executive Director. He/she shall serve as liaisons of committees appointed by the president.

### Personnel:

Election shall be as provided in ARTICLE VIII, SECTION III of the By-laws.

### Responsibilities:

- A. Attend all Board of Directors and Association business meetings.
- B. Record and mail the minutes of all Association meetings to the Board of Directors.
- C. Serve as a member of the Board of Directors and the Executive Committee.
- D. He/she shall serve as liaison of committees appointed by the President.

### Guidelines:

- A. Work with the Association's Treasurer and Executive Director to insure that original copies and all activities of the Association and the Board of Directors are placed in safekeeping in the Association's administrative office.
- B. Maintain a close working relationship with all members of the Board of Directors.

## SECTION VIII

## TREASURER

The Treasurer shall serve as Chairman of the Budget and Finance Committee and shall assure that all debts of the Association are paid by check in keeping with the adopted procedures for financial control of the Association. He/she shall serve as liaisons of committees appointed by the president.

### Personnel:

Election shall be as provided in ARTICLE VIII, SECTION III of the By-laws.

### Responsibilities:

- A. Serve as Vice Chairperson of the Ways and Means Committee.
- B. Reviews and approves all expenditures of the Association following the financial procedures of the Association.
- C. Serve as a member of the Board of Directors and Executive Committee.
- D. Attend all meetings of the Board of Directors.
- E. Reviews the annual budget with Executive Director prior to presenting to the Board of Directors.
- F. Reviews a financial report with Executive Director prior to each Board of Directors meeting and at the Association Annual Business Meeting.
- G. Follow proper auditing procedures to insure continued tax-exempt status.
- H. Serve as liaison of committees appointed by the President.

Guidelines:

- A. Disburse funds from proper committee and branches budget.
- B. Make payments only after receipt of signed invoices.
- C. Work very closely with the Executive Director to insure proper collection of monies at the Annual Conference.
- D. The Treasurer shall be bonded.

Deadlines:

- A. Have financial report for each Board of Directors meeting.
- B. Present Annual audit report thirty (30) days after the end of the Association fiscal year.

**SECTION IX PAST PRESIDENT**

The Past President shall serve as Chairman of the Nominating Committee. In the event the office of President becomes vacant before the current term expires, the immediate Past President will assume the position. If the immediate Past President is no longer in the field of Parks, Recreation or Tourism in South Carolina, or is not willing to accept the office for any other reason, or does not complete the unexpired term, the Board of Directors shall appoint someone to fill the vacancy.

Responsibilities:

- A. Assume the duties of the office of President in the event it becomes vacant.
- B. Serve as a member of the Board of Directors.
- C. Serve as Chairperson of the Nominating Committee.
  - 1. Submit slate of candidates to Association members in writing.

Guidelines:

- A. Have a thorough knowledge of the By-laws and By-Laws of the Association and Branches.
- B. Send copies of all correspondence pertaining to the Association business to all elected officers.

Deadlines:

- A. Communicate a slate of candidates for each office to Association members thirty (30) days prior to Annual Meeting.

**SECTION X. DISTRICT VICE PRESIDENTS**

The District Vice Presidents shall act as the Association's official representative in his/her particular District.

Personnel:

District Vice Presidents shall be elected at the respective district meetings prior to the Annual Conference.

Responsibilities:

- A. Serve as liaison between the Board of Directors and the District.
- B. Distribute Association information in the District.
- C. Encourage members to submit material for publication in Recreation and Parks in South Carolina.
- D. Coordinate Association workshops held within their District.
- E. Coordinate District activities and meetings through the Vice President.
- F. Serve as a member of the Board of Directors.
- G. Serve as a member of the Executive Committee.

Guidelines:

- A. Determine the format of any District meeting.
- B. Send pertinent information relative to publicity to Marketing Chair.

Deadlines:

- A. Send notices of District meeting to all Association members within the respective District a minimum of two (2) weeks in advance.
- B. Send written district reports to the President prior to each Board of Directors meeting.
- C. Send a written annual report to the President at least thirty (30) days prior to the Annual Conference.

## ARTICLE IX - EXECUTIVE COMMITTEE

### SECTION I

The Executive Committee shall include the Association President, President-Elect, Vice President, Past President, Secretary, Treasurer, and the four (4) District Vice Presidents. A majority of the members should constitute a quorum for the purpose of conducting business. The committee shall meet the call of the President or at the request of three (3) or more of the members.

### SECTION II

The Executive Committee shall conduct, supervise and control the normal business operation of the Association subject to approval by the Board of Directors. The Executive Committee shall implement the policy decisions as approved by the Board of Directors. The Executive Committee shall serve as the:

- A. Nominating Committee (chaired by the past president)
- B. Budget and Finance Committee (chaired by the treasurer)
- C. Executive Director Review Committee (chaired by the president)
- D. Ways and Means Committee (chaired by the vice president)

The Executive Committee shall have the power to approve non-budgeted expenditures that do not exceed \$1000.00 without the approval of the Board of Directors. Each member of the Board of Directors shall receive the minutes for the Executive Committee meetings during the week following such meeting; any member of the Board of Director may notify the Executive Director and/or the Association President of his or her objection to any decision made by the Executive Committee.

If four (4) or more members of the Board of Directors express an objection to an action of the Executive Committee, such action shall be rendered null and void until the action can be considered by the Board of Directors. No action taken by the Executive Committee may be implemented sooner than ten (10) calendar days from the date of such action. The Board of Directors may grant the Executive Committee the authority to act in behalf of the Board of Directors on specific matters.

## ARTICLE X – STANDING COMMITTEES

### SECTION I

The President shall, upon approval of the Board of Directors, establish all committees (other than standing committees listed here-in) and set their duties as outlined in the Manual of Procedures.

### SECTION II

The President Elect will appoint vice chairs of the various committees, with the approval of the Board of Directors. The Vice Chairs will automatically become the chair of their respective committee the following year. The President and President Elect shall have the option to reappoint the current chair. This must be agreeable to the Chairperson of that committee.

### SECTION III

All Committees shall submit in writing to the Secretary an annual report to be presented at the Annual Meeting.

### SECTION IV

The Chairperson of all standing committees shall submit an annual budget for consideration by the Board of Directors. All funds accrued by Committees will be submitted to the Association's Executive Director, who will review them with the Treasurer.

## SECTION V

The following is a list of standing committees:

- A. Awards & Citations
- B. Conference – A. Program B. Exhibits C. Site Selection
- C. Diversity
- D. Marketing – A. Membership B. Publication
- E. \*Past Presidents – A. Legislative B. Long Range Planning C. Nomination  
D. By-laws
- F. Scholarship
- G. Ways and Means – (the Executive Committee)

\*Membership in the Past Presidents Committee is based on membership in good standing and completion of service to the SCRPA as President of the Association.

## ARTICLE XI – NOMINATION AND ELECTION PROCEDURES

### SECTION I

The Nominating Committee shall submit a slate of candidates for each office to be voted on by the general membership. All names shall be submitted to the committee as nominees at least forty-five (45) days prior to the annual meeting. Each nominee shall be contacted and agree to serve if elected.

### SECTION II

The Chairperson of the nominating committee (Past President) shall submit the slate of officers to the general membership in writing thirty (30) days prior to the annual meeting. A majority vote (50 percent + 1) of those voting is necessary if there are more than two (2) candidates listed for an office.

## ARTICLE XII - AMENDMENTS

### SECTION I

The By-laws may be amended by a vote of the Association. All proposed amendments to the By-laws must be submitted to the Chairperson of the By-laws Committee in writing at least forty-five (45) days prior to the Annual Meeting. All eligible members will receive written notification of the proposed change(s) thirty (30) days prior to the Annual Meeting. Electronic Ballots shall be distributed to all eligible voting members. A two-thirds (2/3) majority of the membership who have voted shall be necessary for ratification.

### SECTION II

The duly approved amendment(s) shall become effective immediately and heretofore adopted.

### SECTION III

There shall be a By-laws Convention every three (3) years starting in 2014.