

NORTH DAKOTA RECREATION AND PARK ASSOCIATION

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the North Dakota Recreation and Park Association (NDRPA), which is an affiliate of the National Recreation and Park Association (NRPA) and a member of the Midwest Network of NRPA.

ARTICLE II –MISSION

Advancing parks and recreation for quality of life in North Dakota.

ARTICLE III - MEMBERSHIP

SECTION I

Members of NDRPA are those who have an interest in parks, recreation, natural resources and/or tourism in the state of North Dakota and have paid their annual dues to the Association. Members are categorized by their profession or involvement and interest. Benefits of membership include voting privileges, holding an office, receiving the *FOCUS*, membership directory, and professional training opportunities.

SECTION II

There shall be six categories of membership: Professional, Allied, Education, Agency, Commercial and Honorary Members.

- A) **Professional**: An individual who is employed and is responsible for planning, organizing, supervising or operating parks, recreation programs, leisure services, recreation areas or facilities, conservation and recreational use of natural resources, therapeutic recreation or educating students in professional criteria in the above named areas.
- B) **Allied**: Individuals who are not eligible to be professional members and organizations interested in the fields of recreation, leisure services, parks, conservation, tourism, fitness, therapeutic recreation, health and wellness and recreational use of natural resources.
- C) **Education**: (1) Undergraduate or graduate students at any university, community college or vocational School, or (2) Colleges and universities with an undergraduate or graduate program for parks, recreation and leisure.
- D) **Agency**: An independent Park or Recreation Board, includes all board members.
- E) **Commercial**: All for-profit or commercial organizations interested in parks and recreation.
- F) **Honorary**: Honorary membership may be conferred upon outstanding individuals for exemplary service to the Association or for distinguished contributions to the people of North Dakota. All inductees in the NDRPA Hall of Fame shall automatically be recognized as an Honorary Member. The Officers may act upon any member recommendation for an outstanding individual for consideration as an Honorary member. The Officers, after considering the recommendations, may elect the person by an affirmative three-fourths vote of the Officers.

ARTICLE IV – BOARD OF DIRECTORS

The Board of Directors shall be composed of eleven members. There shall be at least two representatives from West, Central and East Regions (see Attachment A) and five at-large members. The term of office for Board Members shall be two years, except for the President-Elect and Conference Chair. The President-Elect shall be

elected for a three-year term, with the first year serving as President-Elect, the second year as President and the third year as Past President. The President-Elect shall be elected each year. The Conference Chair shall serve a one-year term and shall be nominated by the conference host community and approved by the President. Initial terms to develop continuity and regular overlapping terms shall consist of one and two-year terms for each of the regions and two one-year and three two-year terms for at-large Board Members. Replacements shall be appointed by the President with confirmation by a majority of the Board of Directors until the next general election. The Board of Directors shall be comprised of four officers (Executive Committee) and seven standing committee chairs/directors. Officers shall be the President, President-Elect, Past-President, and Secretary/Treasurer (Executive Committee). Standing Committees chaired by directors shall consist of Legislative, Communications, Professional Development/Training/Education, Awards, Student, Conference and Membership.

The Board of Directors shall meet at the call of the President of the Association and shall conduct the business of the Association as set forth in these By-Laws. All Board Members shall have one vote in all matters.

SECTION I

The President shall call and preside at all meetings, appoint all committees, vote in all regular ballot elections, serve as official representative of the Association at National, Regional and District meetings, sign all official documents and in general perform and exercise the usual functions of the office of President of the Association. He/She must have served as a NDRPA officer and / or Board of Director for a minimum of two years. The President shall ensure the auditing of the past year of the Association's expenditures and income and shall ensure a written report of the findings is submitted to the membership.

SECTION II

The President-Elect must have served as an officer and/or Board of Director for a minimum of one year.

SECTION III

The Secretary/Treasurer shall make a report at each board meeting. The Secretary/Treasurer shall oversee the finances, assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

SECTION IV

The Professional Development/Training/Education Representative shall be responsible as Chairperson of the Committee to organize the Association's training workshops and quarterly meeting education sessions, except for those related to the annual conference, and perform any other duties assigned.

SECTION V

The Student Representative shall represent student membership and perform any other duties assigned.

SECTION VI

The Communications Representative shall chair the Communications Committee, which is responsible for the publication of the association newsletter, website, directories, and any other communications pieces, and perform any other duties assigned.

SECTION VII

The Legislative Representative shall be responsible as Chairperson of the Legislative Committee and perform any other duties assigned.

SECTION VIII

The Membership Representative shall be responsible as Chairperson of the Membership Committee and perform any other duties assigned.

SECTION IX

The Past President shall be responsible as Chairperson of the Nominating Committee and perform any other duties assigned.

- A) The Nominating Committee shall select and recommend a slate of directors/officers to the Association at the Annual Meeting. The Chairperson of the Committee shall establish procedures and guidelines to allow each voting member to express interest in being considered for director/officer position or to recommend any voting member for a position. Whenever possible, at least two (2) candidates for each position shall be presented by the Nominating Committee to the membership at the Annual Meeting.
- B) In addition to the nominees recommended by the Nominating Committee, other members may be nominated for directors/officers by members from the floor.

SECTION X

The Conference Representative shall be responsible as Chairperson of the Conference Committee and perform any other duties assigned.

SECTION XI

The Awards Representative shall be responsible as Chairperson of the Awards Committee and perform any other duties assigned. This committee shall be responsible for developing written policy concerning awards nomination and selection and shall implement the awards policies. This committee chairperson shall serve as the state's representative on the national and regional awards committees.

ARTICLE V - ELECTIONS

SECTION I

Board Members shall be elected annually at the Annual Meeting of the Association, assume the duties of their office at the close of the Annual Meeting and serve until the close of the next Annual Meeting at the end of their term.

SECTION II

Each Board Member / officer may succeed himself/herself more than once.

SECTION III

Vacancies occurring among the Board Members / Officers between Annual Meetings may be filled by appointment to complete the unexpired term. The remaining Board Members / Officers, by majority vote, will select the members to be appointed.

ARTICLE VI - MEETINGS

SECTION I

An Annual Meeting of the Association shall be held at a time and place decided upon by the Board Members / Officers of the Association. The Annual Meeting will be held, in general, at about the same time each year and must be preceded by at least thirty (30) days written notice from the President to the entire membership. The Annual Meeting shall provide for the election of Board Members / Officers and presentation of a budget reviewed by the Board of Directors.

SECTION II

Special meetings shall also be called by the President on request of one-third of the members or a majority of the Board Members. At least ten (10) days notice must be given to the membership before scheduling a Special Meeting.

SECTION III

The Association shall conduct regular quarterly meetings open to the membership in the fall, spring, summer and winter. The Annual Meeting may be substituted for one of the quarterly meetings.

SECTION IV

Robert's Rules of Order in its latest version shall govern the deliberations of all boards and committees when not inconsistent with these by-laws.

ARTICLE VII - DUES AND DISBURSEMENTS

SECTION I

Dues

Dues will be determined by the annual budget.

SECTION II

Disbursements

- A) Board Member expenditures at quarterly, special and annual meetings.
- B) Scholarships, grants and fellowships as directed by memberships.
- C) Publicity.
- D) Operation expenses.

ARTICLE VIII - OPERATION AND MANAGEMENT

SECTION I

The Association may accept such funds as it becomes eligible for by grant, dues, budget, donation, contracts or the like. It may not borrow or create debt.

SECTION II

An annual budget for the Association shall be submitted by the Secretary/Treasurer and approved by majority vote of the membership at the Annual Meeting. A proposed budget shall be submitted by the Board of Directors at the Summer Quarterly Meeting. The proposed budget will be distributed to the membership prior to the Annual Meeting.

SECTION III

All checks disbursed must be approved by the President and Secretary/Treasurer and must bear the signature of the Secretary/Treasurer of the Association or another designee approved by the Board of Directors.

SECTION IV

Fiscal year of the Association shall be October 1 - September 30.

SECTION V

NDRPA may contract for an Executive Director or other staff deemed necessary to perform administrative duties as assigned by the Board of Directors. Selection of the Executive Director or other staff shall be made by the Board of Directors. The Executive Director shall be an ex-officio nonvoting member of the Board of Directors.

ARTICLE IX – COMMITTEES, TASK FORCES AND LIAISONS

SECTION I

The President may appoint ad hoc committees, i.e. Sports, Professional Certification, etc. as deemed necessary for the operation of the Association and shall designate a Chairperson of each Committee appointed.

SECTION II

Committees may consist of any number of members. The Chairperson of each Committee must be a Professional member, while other members may be Allied, Student or Honorary members. Committees shall report to the President who will bring their reports as appropriate before the Board Members / Officers.

SECTION III

The President may appoint task forces and liaisons as deemed necessary to establish partnerships, capitalize on opportunities, work with other organizations, offer special activities and strengthen our association.

ARTICLE X - HONORS AND AWARDS

SECTION I

The Awards Committee is responsible for the selection of those nominees who will receive such awards/honors as the Association sees fit to bestow. Any member may nominate an individual for an award in such a manner as may be prescribed by the Awards Committee. The manner in which to nominate any individual for an honor/award shall be clearly communicated to the membership through the Association Newsletter and other means.

SECTION II

Code of Awards

The NDRPA recognizes the desirability of honoring its members, citizens and organizations in the state that render outstanding service to the park, recreation and conservation movement. NDRPA strives to recognize its members, citizens and organizations in award categories consistent with the Midwest Network Awards, including award criteria language.

A) Midwest Network Awards

- a. The awards to be made will be of four types: The Fellow Award honoring Professional Members of NDRPA, Outstanding New Professional honoring professional members of NDRPA who have experience of less than ten (10) years, Citations honoring organizations and/or individual citizens, and the Programming Award honoring new and innovative programs that can be replicated in other organizations.

B) North Dakota Recreation and Park Association Awards

- a. Hall of Fame: The North Dakota Recreation and Park Association shall recognize outstanding parks and recreation professionals in the North Dakota Sports Hall of Fame who are eligible if they meet at least two of the following three criteria:
 1. 50 years old.

2. 20 years of parks and recreation service in North Dakota.
 3. Retirement.
- b. Golden Egg Award: The North Dakota Recreation and Park Association shall have an awards system that recognizes outstanding and innovative park projects.
 - c. Dr. Sandra Modisett Award: The North Dakota Recreation and Park Association shall have scholarships available for outstanding university students enrolled in the parks, recreation and leisure field.
 - d. Dr. LaVernia Jorgensen Award: The North Dakota Recreation and Park Association shall have scholarships available for professionals who seek to enhance their knowledge through advanced degrees, conferences or other learning opportunities.
 - e. The criteria for each award shall be published annually.

ARTICLE XI - AMENDMENTS

SECTION I

These By-Laws may be amended by simple majority vote of the membership, provided that written notice of the proposed amendments shall have been mailed at least fifteen (15) days in advance of such voting. Proposed amendments will be posted on the NDRPA website.

SECTION II

Proposed amendments may be initiated by the Officers or by petition of one-third of the members eligible to vote.

ARTICLE XII - ACQUISITION OF MEMBERSHIP AND VOTING

SECTION I

Voting

- A) Each member shall have one (1) vote in the affairs of the Association.
- B) A quorum shall consist of a majority of the Executive Committee.
- C) In the absence of a quorum at a meeting or when a meeting is not feasible, the Board Members, by simple majority, may authorize the casting of votes by mail. Votes on mail ballots will be cast by voting members.
- D) An affirmative vote of a majority of members present is required for passage of any question.

Revised and adopted September 22, 2011.

NDRPA By-Laws Attachment A

West

Williston
Dickinson
Bowman
Minot
Beulah

Central

Bismarck
Mandan
Jamestown
Devils Lake
Valley City

East

Grand Forks
Grafton
Cavalier
Fargo
West Fargo

