

CONSTITUTION AND BY-LAWS
Revised September 22, 2009

CONSTITUTION

ARTICLE I DEFINITION

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 VISION STATEMENT

We support the National Recreation and Park Association and the benefits of recreation and parks for the citizens of the state of Nevada. We serve with pride, leadership, and professionalism.

We Believe in creativity and innovative problem solving.

We Believe in encouraging and promoting diversity in our membership.

We Believe in recognizing the accomplishments of members and agencies.

We Believe in members' input to shape our vision through strategic planning.

We Believe in cooperation, communication, teamwork and consensus building with the citizens, agencies, and the Society membership we serve.

ARTICLE III MISSION STATEMENT

Our mission is to support and recognize members of the Society and to promote recreation and parks as an essential service in the state of Nevada.

ARTICLE IV AIMS AND OBJECTIVES

The aims and objectives of this Society shall be:

1. To be in harmony with the aims and objectives of the National Recreation and Park Association.
2. To unite professionals and the community in recreation and parks within the state of Nevada who have an interest in the field.

3. To foster and maintain a cooperative relationship with and between all agencies concerned with recreation and park programs in the state of Nevada.
4. To provide for opportunities to converse, exchange ideas, and gain knowledge through meetings, workshops, conferences, news bulletins, and other media for disseminating information concerning recreation and parks.
5. To promote the widest possible use of public facilities and the conservation of natural resources, for the purpose of recreation and parks.
6. To foster and maintain high standards of professional qualifications, ethics, and training.
7. To serve as a clearinghouse for recreation and park matters and to make necessary recommendations or resolutions concerning such matters to the appropriate authorities.
8. To stimulate interest in and awareness of existing recreation and park programs and career opportunities within the state of Nevada.
9. To study and conduct research on existing legislation, policies, and procedures that affect recreation and parks, and to recommend appropriate changes.
10. To function in any manner that will meet the needs and further the interests of recreation and parks.
11. To encourage and promote diversity in our membership
12. To encourage the development of partners and coalitions with organizations on matters of mutual interest.

ARTICLE V 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 VI OFFICERS (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.

ARTICLE VII EXECUTIVE BOARD (19)

The Executive Board shall consist of:

1. The officers of this Society
2. Four (4) elected delegates to serve a three (3) year term as special liaison members between this Society and the National Recreation and Park Association, Pacific Southwest Regional Council. Terms shall be staggered with one (1) term ending each year.
 - a. Two (2) delegates are to be professional members of the Nevada Recreation and Park Society and National Recreation and Park Association.
 - b. Two (2), delegates are to be elected or appointed citizens, one (1) from the Northern District and one (1) from the Southern District, who may be members of a park and/or recreation advisory board or resource commission and who are also members of the Nevada Recreation and Park Society and the National Recreation and Park Association.
3. 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-year terms.

ARTICLE VIII STANDING 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 Standing Committees

1. Annual Workshop Conference – President Elect
 - a. Presenters sub-committee – 2 leads (1 North, 1 South) 2 assistants (1 North, 1 South)
 - b. Corporate Outreach – 2 leads (1North, 1 South) 2 assistants (1 North, 1 South)
 - c. Awards
 - a. Park Excellence
 - b. Program Excellence
 - c. Scholarships
 - d. Special Recognition

2. Constitution and By-Laws – 1 lead (North or South) 2 assistants (1 North, 1 South)
3. Historical – Secretary
4. Legislative – Past President
5. Membership – Vice Presidents (North and South) 2 assistants (1 North, 1 South)
6. Nominating – Past President
7. Communications – Members-at-Large (North and South)
 - a. Publications – 1 lead (North or South) 2 assistants (1 North, 1 South)
 - b. Web Page – 1 lead (North or South) 2 assistants (1 North, 1 South)
8. Professional Registration Board

Section 2 Resource Committees

Resource committees shall be organized with a board consisting of a chairman, past chairman, vice chairman, treasurer, and secretary. Committees will report their general committee business and prepare financial reports for presentation to the Executive Board. The chairs will be eligible to be nominated for any elected position for which this Society holds its annual election. North and South District Resource Committees will include the following:

1. Adaptive/Inclusion
2. Aquatics
3. Arts & Culture
4. Facility Operations/Policy
5. Planning/Park Development and Maintenance
6. Recreation Programming
7. Senior Services Network
8. Youth/Adult Sports

ARTICLE IX 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.

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:

1. **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.
2. **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 ten (10) years and have officially retired from a qualified professional position.
3. **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.
4. **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.
5. **Agency** – Includes the agency Director and members of the policy or advisory board or commission. Dues are based on full time employee (FTE) equivalents.
6. **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.
7. **Organization/Institution and Affiliate** – Includes national, state, and local organizations, hospitals, colleges, universities, clubs, and local, state or regional societies and organizations.

8. **Commercial** – Includes all vendors, commercial, and for-profit organizations that subscribe and agree to the aims and objectives of this Society.

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 one time Certificate of Membership.
3. A copy of the Constitution and By-Laws.
4. Be placed on the mailing 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 and the Executive Board.
2. Appoint chairs of NRPS standing committees and fill vacancies to NRPA branch/section/regional committees, and other such committees and branches as may be necessary to carry out the business of this Society.
3. Have the power to fill any vacancies on the Executive Board for the duration of an unexpired term.
4. Assist in coordinating the work of the Vice Presidents and committees.
5. Interpret the policies and decisions of the Executive Board to committee chairs and the membership at large.
6. Administer and supervise the work of committees and the officers of the Executive Board.
7. Make reports and prepare agendas prior to all Executive Board meetings.
8. Act as official representative and speaker for the Society.
9. Establish and maintain communication and good working relationships through correspondence and personal contacts with kindred professional organizations and closely related groups and agencies.
10. Stimulate through written and electronic correspondence, and oral expression, progressive thinking toward the development of a high standard of professionalism within the membership.
11. 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.
12. 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 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. Perform other such duties as assigned by the President or Executive Board.

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. Perform other such duties as assigned by the President or Executive Board.

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 Historical Committee Chair.
5. Update the Executive Handbook as needed.
6. Perform other such duties as assigned by the President or Executive Board.

Section 8 The Treasurer shall:

1. Receive and hold all funds of the Society.
2. Disburse funds authorized by the President or Executive Board 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 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 Executive Board.

Section 10 Elected Delegates shall:

1. Serve as liaison between the Society and the National Recreation and Park Association, Pacific Southwest Regional Council.
2. Be members in good standing with the Nevada Recreation and Park Society and the National Recreation and Park Association.

Section 11 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 EXECUTIVE BOARD

Section 1 The Executive Board 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 Workshop 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. Arrange for the installation of officers and presentation of awards.
5. Establish a Presenters Sub-Committee to facilitate Corporate Outreach efforts, and to develop panel topics, special demonstrations, and entertainment.
6. Coordinate with the Communications Committee to develop a program brochure and arrange publicity.
7. Oversee the activities of the Awards Committee, which shall:
 - a. Consist of not less than five (5) members.

- b. Maintain a Manual of Procedures that includes criteria for recommending individuals for the Keith A. MacDonald Memorial Scholarship.
 - c. Be responsible for screening and selecting candidates and maintaining criteria for other scholarships as well as citations and awards to be considered and presented by, for, and through the Society.
8. Submit final Conference Reports, including final revenues and expenses, to the Executive Board.

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.

Section 3 The Historical 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 thirty (30) days prior to the Annual Workshop 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 sub committee.
 - b. Staff the Publications sub committee.
3. Market the image of the Society, as appropriate.
4. Create projects and new ideas to promote interest in the Society.

Section 8 The Professional Registration Board shall:

1. Consist of three (3) members appointed by the President. Each Member shall serve for three (3) years. Terms shall be staggered with one (1) term ending each year.
2. Be composed of individuals who are professionally registered with the Nevada Recreation and Park Society.
3. Develop and maintain procedures for the registration of professionals in the State of Nevada.
4. Process all applications for professional registration according to established procedures and maintain records of those professionally registered changes in registration and renewals.
5. Promote professional registration through available methods.
6. Prepare an annual budget for approval by the Executive Board.
7. Submit annually a financial statement and complete report of activities to the Executive Board.

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 District, elected to serve alternating two (2) year terms.
3. Secretary, elected to serve a two (2) year term.
4. Treasurer, elected to serve a two (2) year term.
5. Four (4) elected delegates to serve a three (3) year term as special liaison members between this Society and the National Recreation and Park Association, Pacific Southwest Regional Council. Terms shall be staggered with one (1) term ending each year.
 - a. Two (2) are to be professional members of the Nevada Recreation and Park Society and the National Recreation and Park Association.
 - b. Two (2) are to be lay persons who are elected or appointed members of a Park and/or Recreation Advisory Board or Resource Commission and also a member of the Nevada Recreation and Park Society and the National Recreation and Park Association.
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.

Section 3 Election Procedures – Special Liaison Delegates

1. Special Liaison delegates, as described in Article VII, Section 1, (5), of the By-Laws must be nominated and elected by members in good standing with the National Recreation and Park Association (NRPA).

2. A separate electoral process will be employed to ensure that NRPA membership requirements are met.

ARTICLE VIII MEETINGS

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

Section 2 The Executive Board 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 “Robert’s Rules of Order”.

Section 4 The quorum for meetings shall be as follows:

- a) Executive Board – More than fifty percent (50%) of voting members.
- b) Society’s General Business Meeting – Fifteen (15) voting members.
- c) 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 accordance with the Article IV, Section 3, (3), of the By-Laws.