

**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).

**ARTICLE II – MISSION**

Advancing parks and recreation for an enhanced 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* and 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 Board of Directors may act upon any member recommendation for an outstanding individual for consideration as an Honorary Member. The Board of Directors, after considering the recommendations, may elect the person by an affirmative three-fourths vote of the Board of Directors.

**ARTICLE IV – BOARD OF DIRECTORS**

**SECTION I**

The Board of Directors is responsible for overall policy and direction of the Association and shall be composed of five members: President, President-Elect, Past-President, Secretary/Treasurer, and Public Policy 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 Secretary/Treasurer and Public Policy Chair shall be elected for a two-year term, each in alternate years.

The Board of Directors shall meet at least quarterly and at the call of the President and shall conduct the business of the Association as set forth in these by-laws. A quorum shall consist of a majority of board members. All board members shall have one vote in all matters. Meetings and voting may be conducted by remote communication as necessary.

## **SECTION II**

The President shall call and preside at all meetings, 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.

## **SECTION III**

The President-Elect shall chair the External Affairs Committee and perform any other duties assigned.

## **SECTION IV**

The Secretary/Treasurer shall chair the Internal Affairs Committee and perform any other duties assigned.

## **SECTION V**

The Public Policy Chair shall chair the Public Policy Committee and perform any other duties assigned.

## **SECTION VI**

The Past President shall serve in an advisory capacity, [serve on the Hall of Fame Council](#) and perform any other duties assigned.

## **ARTICLE V - ELECTIONS**

### **SECTION I**

The Internal Affairs Committee shall select and recommend a slate of board member candidates to the Association at the Annual Meeting. The Chair of the Committee shall establish procedures and guidelines to allow each voting member to express interest in being considered for a board member position or to recommend any voting member for a position. A maximum of three (3) candidates for each position may be presented by the Internal Affairs Committee to the membership at the Annual Meeting. In addition to the nominees recommended by the Committee, other members may be nominated for positions by members from the floor.

### **SECTION II**

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 III**

Each board member may succeed himself/herself more than once.

### **SECTION IV**

Vacancies occurring among the board members between Annual Meetings may be filled by appointment to complete the unexpired term. The remaining board members, 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 of Directors. 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 notice from the President to the entire membership. The Annual Meeting shall provide for the election of board members and adoption of a budget.

### **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 member meetings open to the membership as called by the Board of Directors.

### **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.

### **SECTION V**

Each member shall have one (1) vote in the affairs of the Association. A quorum shall consist of the members present at any properly called meeting. An affirmative vote of a majority of members present is required for passage of any question. 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 or electronic methods. Votes on mail or electronic ballots will be cast by voting members.

## **ARTICLE VII – DUES AND DISBURSEMENTS**

### **SECTION I**

Dues will be determined by the annual budget.

### **SECTION II**

Disbursements may include but shall not be limited to:

- A) Board member expenditures at member, special and annual meetings.
- B) Scholarships, grants and fellowships as directed by the Board of Directors.
- 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 Board of Directors and approved by majority vote of the membership at the Annual Meeting. A proposed budget shall be submitted by the Secretary/Treasurer to the Board of Directors for review and then shall 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 or another designee approved by the Board of Directors.

## **SECTION IV**

Fiscal year of the Association shall be January 1 to December 31.

## **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 and designated Committees.

## **ARTICLE IX – COMMITTEES, TASK FORCES AND LIAISONS**

### **SECTION I**

Standing Committees of the Association shall include the Internal Affairs Committee, the External Affairs Committee, and the Public Policy Committee. The Internal Affairs Committee shall be responsible for all internal and operational issues, including functioning of the board, shall be chaired by the Secretary/Treasurer, and shall include as members from four to six NDRPA members appointed by the Board of Directors. The External Affairs Committee shall be responsible for all external and public issues, excluding public policy, shall be chaired by the President Elect, and shall include as members from four to six NDRPA members appointed by the Board of Directors. The Public Policy Committee shall be responsible for advocacy and public policy work, shall be chaired by the Public Policy Chair, and shall include at least six NDRPA members appointed by the Board of Directors.

### **SECTION II**

The President may appoint Ad Hoc Committees and Task Forces as deemed necessary for the operation of the Association and shall designate a Professional member as chair of each Ad Hoc Committee or Task Force. These Committees and Task Forces may consist of any number of members. Committees shall report to the President who will bring their reports as appropriate before the Board of Directors.

### **SECTION III**

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

## **ARTICLE X – HONORS AND AWARDS**

### **SECTION I**

The Association recognizes the desirability of honoring its members, citizens and organizations in the state that render outstanding service to the park, recreation and conservation movement.

- A. Hall of Fame: The North Dakota Recreation and Park Association shall recognize outstanding parks and recreation professionals in the Association's Hall of Fame who are eligible if they meet at least two of the following three criteria: 50 years old; 20 years of parks and recreation service in North Dakota, or retirement. The Hall of Fame Council operates under its own set of by-laws.
- B. Awards: The Association shall have an awards system that recognizes outstanding and innovative park projects (Golden Egg Award), professional members (Distinguished Professional Award and Outstanding Young Professional Award), people and organizations (Citizen Advocacy Award and Partnership Award), and groundbreaking programs (Innovative Programming Award).
- C. Scholarships: The Association shall have scholarships available for outstanding university students enrolled in the parks, recreation and leisure field (Dr. Sandra Modisett Award) and for professionals who seek to enhance their knowledge through advanced degrees, conferences or other learning opportunities (Dr. LaVernia Jorgensen Award).
- D. The criteria for each award shall be published annually.

## **SECTION II**

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

## **ARTICLE XI – AMENDMENTS**

### **SECTION I**

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

### **SECTION II**

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

Revised and adopted October 1, 2015.