

**BY-LAWS
OF THE
IDAHO
RECREATION
AND
PARK
ASSOCIATION**

Revised 04/2019

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ARTICLE I Name

The Association shall be known as the **IDAHO RECREATION AND PARK ASSOCIATION**, an affiliate of the National Recreation and Park Association.

ARTICLE II Mission Statement

Our mission at the IRPA is to serve our members and support their efforts to enhance Idaho's quality of life by promoting the preservation, growth, and development of parks and recreation services to benefit the health and well-being of our people, our communities, our economy, and our environment.

ARTICLE III Purpose

The general purpose and the nature of business to be transacted by this Association and the objectives, which it intends to achieve, are as follows:

1. To organize all levels of park and recreation personnel and the interested layman for the purpose of promoting, broadening, and improving park and recreation services, personnel, and the profession.
2. To assist in the promotion of standards of administration, supervision, leadership, safety, compensation, program facilities, and professional ethics.
3. To encourage and promote adequate programs of pre-service and in-service training for recreation and park personnel and volunteers.
4. To stimulate closer cooperation and coordination between the various agencies--public, private, commercial, education, and industrial-- engaged in park, recreational, and related services and hold membership therein, if deemed necessary.
5. To publish a newsletter and other bulletins/communications for dissemination of information concerning the activities and interests of the Association.
6. To act as an agency for representing and protecting the interest of recreation and park personnel and the field.
7. To encourage study and research on matters of professional interest.
8. To study existing parks and recreation legislation; to promote and sponsor new legislation and additions and betterment to existing legislation affecting the field of public, private, therapeutic, commercial, educational, and industrial recreation services.
9. To be aware of sociological and technological changes and be prepared to meet them as they arise.

ARTICLE IV
Officers and Board Members

- Section 1. The officers of this Association shall be a President, President Elect, Vice President, Secretary, and Treasurer.
- Section 2. The officers and six District Board Members of this Association shall be elected by the members as provided herein Section 6.
- Section 3. The Board shall consist of the Officers of the Association, the six District Representatives, Past President and the Young Professionals Liaison.
- Section 4. The Board shall have the power to fill vacancies in any of the board positions.
- Section 5. The run of progression for the office of president is as follows: Vice President to President Elect to President to Past President.
- Section 6. The terms of office and years of election or appointment shall be:

<u>OFFICE</u>	<u>TERM</u>	<u>YEAR ELECTED</u>
Past President	1 Year	N/A
President	1 Year	N/A
President Elect	1 Year	N/A
Vice President	1 Year	Annually
Secretary	2 Years	Odd
Treasurer	2 Years	Even
District 1-3-5 Representatives	2 Years	Odd
District 2-4-6 Representatives	2 Years	Even
Young Professionals Liaison	2 Years	Even

ARTICLE V
Duties of the Officers

- Section 1. The duties of the Officers shall be such as usually pertain to their offices.
- Section 2. The President shall:
- Attend all meetings of the Officers and Board.
 - Set the agenda for the quarterly Board meetings.
 - Preside at the meetings of the Association and at meetings of the Board.
 - Make sure standing committees are filled and appoint special committees as needed.
 - Set and/or review yearly goals and objectives.
 - Be the representative of the Corporation to the public and to the National Recreation and Park Association.
 - Attend the NRPA National Conference.
 - Approve expenditures as per protocol set by the Board.
- Section 3. The President Elect shall:
- Attend all meetings of the Officers and Board.
 - Become acquainted with the duties of the President.
 - Be chairperson of the Nominating Committee and prepare an election slate for submission to the Executive Committee for their approval.

- Have and exercise the authority of the President during the absence or incapacity of the President.
- Coordinate the activities of the District Representatives.
- Attend the NRPA National Conference.
- Approve expenditures as per protocol set by the Board.

Section 4. The Vice President shall:

- Attend all meetings of the Officers and Board.
- Become acquainted with the activities of the Association.
- Oversee Professional Development and Training.
- Serves as member of Awards Committee.
- Approve expenditures as per protocol set by the Board.

Section 5. The Past President shall:

- Attend all meetings of the Officers and Board.
- Serve a one year term as Past-President upon completion as president.
- Provide guidance and council to the Officers as a member of the Executive Committee.
- Serve as Chair of the Awards Committee.
- Installs new officers at the Annual Conference held at the end of his/her term as Past President.
- Approve expenditures as per protocol set by the Board.

Section 6. The Secretary shall:

- Attend all meetings of the Officers and Board.
- Keep a correct record of all proceedings of meetings of the Association and its Board.
- Oversee the association's website.
- Create and email the membership regular monthly and/or quarterly newsletters.
- Approve expenditures as per protocol set by the Board.

Section 7. The Treasurer shall:

- Attend all meetings of the Officers and Board.
- Be responsible for all of the funds of the Corporation under the direction of the Board.
- Compliance with local, state, and federal regulations.
- Submit to the Executive Committee as soon as practicable after the end of each fiscal year a statement of the financial condition of the Association.
- Keep a current membership roster of the Association.
- Administer the Association's membership renewal procedures.
- Obtain approval from the Officers to pay expenditures by emailing necessary documentation.
- Assist Conference Committee in the registration process for the Annual Conference and ensure the conference committee adheres to the approved conference budget.

**ARTICLE VI
DUTIES OF DISTRICT REPRESENTATIVES AND LIAISONS**

Section 1. The purpose of the District Representatives is to gather and distribute information between the membership and the officers of the Association. The responsibilities of the District Representatives shall include, but not be limited to, the following:

- To support and promote the purpose of the Idaho Recreation and Park Association as stated in Article III of the By-Laws.
- To foster greater membership participation and voice in the Association's projects.

- To increase membership awareness of the functions and work of the Association.
- To encourage Association members to serve in leadership capacities.
- To organize and sponsor at least one workshop or other training opportunity per year.
- To provide better geographical representation on the Association Board.
- To act as a liaison and resource for members, non-members and the board.
- To provide opportunities for participation in the Association by members or non-members who may be unable to attend State Conferences.
- To provide a local base for supporting legislative action.

Section 2. The purpose of the Young Professionals Liaison is to gather and distribute information between college students and young professionals and the officers of the Association. The responsibilities of the Young Professionals Liaison shall include, but not be limited to, the following:

- Support and promote the purpose of the IRPA.
- Foster great membership participation specific in college students and young professionals.
- Increase membership awareness in college students and young professionals.
- Provide young professionals information about IRPA.
- Provide young professionals information about job/internship opportunities.
- Foster relationship between young professionals and working professionals.
- Act as a liaison for students and young professionals.

ARTICLE VII Functions of the Board

Section 1. It shall be the duty of the Board to carry out the instructions and business of the Association.

Section 2. All matters pertaining to policy and legislation shall be referred to the Board. Any matter pertaining to the Association dealing with policy and legislation which is referred to the membership for a vote shall be accompanied by a statement showing its consideration by the Board and the action taken thereon.

Section 3. The Board shall act upon the recommendations of any of the standing or special committees of the Association.

Section 4. The Board shall meet at the call of the President.

Section 5. In order to expedite the business of the Association, the Board may appoint personnel, and provide for remuneration commensurate with their responsibilities.

Section 6. Votes by written proxy shall be allowed.

Section 7. If an elected position of the Board is vacated prior to the normal re-election of that position, with the exception of the President, the President shall appoint a replacement with the approval of a simple majority of the Board at the next meeting of the Board, or by mail or an email vote if necessary.

ARTICLE VIII
Executive Committee

- Section 1. The Executive Committee shall be composed of: President, Vice President, Secretary, Treasurer, President Elect, and Past President.
- Section 2. Between meetings of the Board, the Executive Committee shall have and shall exercise all of the powers of the Board, except the power to amend these By-Laws or to name or remove any members of the Board. In addition, the Executive Committee shall operate within the policy guidelines laid down by the Board and these By-Laws.
- Section 3. A majority of the Executive Committee shall constitute a quorum. A special meeting of the Executive Committee may be called by the President or any three members of the Committee. The persons calling the meeting shall give adequate notice to each member of the Committee. Any action by the Executive Committee may be taken without a meeting of the Committee if all members of the Committee shall consent to such action.
- Section 4. Any member of the Board may, at the next regular or special Board meeting, move to reconsider any action taken by the Executive Committee, provided that seven days' notice shall be given to the members of the Board, except when seven days shall not have elapsed between the action of the Executive Committee and the meeting of the Board.

ARTICLE IX
Membership

- Section 1. Membership in this Association shall be open to all persons and organizations interested in the objectives of the Association upon payment of the dues provided for herein.
- Section 2. Membership shall consist of the following types: Professional Members, Student Members, Commercial Members, Commission/Board Members, and Honorary (Lifetime) Members.
- Section 3. **PROFESSIONAL MEMBERSHIP.** Open to individuals employed in or retired from full-time chief administrative, staff, or supervisory positions in a park, recreation, or conservation governmental, institutional, educational, or private agency.
- Section 4. **STUDENT MEMBERSHIP.** Open to high school and college students interested in the park, recreation, or conservation field as a professional career.
- Section 5. **COMMERCIAL MEMBERSHIP.** Open to manufacturers, suppliers, services, and consultants to the park, recreation, and conservation field.
- Section 6. **HONORARY (LIFETIME) MEMBERSHIP.** Shall be granted to persons by a vote of the Board.
- Section 7. **COMMISSIONS/BOARDS MEMBERSHIP.** Open to all organizations or groups, such as but not limited to parks and recreation commissions, committees, boards and other professional groups related to parks and recreation. Professional members cannot be included in this category.
- Section 8. Annual Membership Dues will be set by the Board.

ARTICLE X Meetings

- Section 1. The Annual Meeting and the Annual Conference shall be held at a time and place selected by the Board.
- Section 2. The President shall call a minimum of four meetings of the Board each year.
- One shall be at the Annual Conference.
 - One shall be in conjunction with the Association of Idaho Cities Conference.
 - Two shall be at large.
- Section 3. The quorum for meetings of the Association shall be as follows:
- Annual Conference Business Meeting - the majority of professional members in good standing, present and voting, including two elected board members.
 - Board meetings-the majority of the Board members, including two Officers.
- Section 4. Any officer or Board member who is absent from three (3) successive Board meeting without cause shall be held to have vacated his/her elected position and his/her Board membership.
- Section 5. Questions of parliamentary procedure not covered herein shall be settled by reference to *Robert's Rules of Order* or similar text.

ARTICLE XI Committees

- Section 1. Special Committees may be appointed by the President, with approval of the Board, as deemed necessary. Special Committees may include, but are not limited to, the following:
- Annual Conference
 - Awards, Scholarships, and Citations
 - Finance
 - Legislation
 - Membership
 - Nominating
 - Professional Development/Training
 - Publications
 - Tourism

ARTICLE XII Duties of Committees

- Section 1. Annual Conference Committee: Select a committee and appoint a chair to oversee the Annual IRPA Conference. This committee will be responsible for presenting a proposed budget for the Board's approval and then planning and conducting the annual conference.
- Section 2. Awards, Scholarships, and Citations: Select and recommend person(s)/group(s) to whom awards, scholarships, and citations should be given.

- Section 3: Finance:** Determine financial policy, and direct ways and means of obtaining funds under authority of the Board. The Treasurer shall be a member of this committee.
- Section 4. Legislation:** Deal with all legislation related to the Association or affecting the recreation profession.
- Section 5. Membership:** Conduct an ongoing new-member recruitment program which encourages person interested in parks and recreation to apply for membership in the Association. It shall clear all applications for membership. The Association Secretary and Treasurer shall be a member of this committee.
- Section 6. Nominating:** Prepare a slate of officers and District Board members for election by mail ballot and conduct election prior to the Annual Meeting and Conference. The President shall appoint the Chair of this committee. The Chair shall try to present at least two nominees for each elective office. (See Article XIV, Voting).
- Section 7. Professional Development and Training:** Suggest ways and means to raise the standards for personnel in the parks and recreation fields; work closely with institutions preparing parks and recreation personnel; conduct training, workshops, etc., when requested or when deemed advisable.
- Section 8. Publications:** Edit all publications of the Association, the Newsletter, and any other printed communications as authorized by the Association.
- Section 9. Tourism:** To provide opportunities regarding tourism for park and recreation professionals, including but not limited to attending the Governor's Conference on Tourism.

ARTICLE XIII Districts

- Section 1.** To accomplish the objectives listed below, the Association shall be divided into six (6) geographical Districts as follows:
- District 1 - Includes the following Idaho counties: Boundary, Bonner, Kootenai, Benewah, and Shoshone.
 - District 2 - Includes the following Idaho counties: Latah, Clearwater, Nez Perce, Lewis, and Idaho.
 - District 3 - Includes the following Idaho counties: Adams, Valley, Washington, Payette, Gem, Canyon, Owyhee, and Boise.
 - District 4 - Includes the following Idaho counties: Elmore, Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia.
 - District 5 - Includes the following Idaho counties: Lemhi, Custer, Butte, Clark, Fremont, Jefferson, Madison, Teton, Bonneville, Bingham, Power, Bannock, Caribou, Oneida, Franklin, and Bear Lake.
 - District 6 - Includes the following county: Ada.

ARTICLE XIV
Voting

- Section 1. The voting members of the Association are the Professional members. Voting members may be polled by mail or email on amendments to the By-Laws (Article XV), election of officers and district board members, or regarding any proposed action for which the Board deems it necessary or desirable to poll the membership.
- Section 2. In the case of a tie vote between candidates during an election, the interested parties or their authorized agents shall appear before the Secretary within five (5) business days after the election and the tie shall be determined by a toss of a coin.

ARTICLE XV
Amendments

- Section 1. These By-Laws may be amended by a two-thirds vote of members present and voting at the Annual Conference Business Meeting of the Association. At least thirty days written notice of such amendments shall be given each member entitled to vote.

or

- Section 2. By a two-thirds vote of the members of the Board at a meeting provided that written notice of proposed amendments, stating existing and proposed provisions, be given the membership not less than sixty 60 days in advance, and provided further that proposed amendments shall not be adopted by the Board if written protests are received during the sixty (60) days' notice period from twenty (20) percent or more of the members entitled to vote.

or

- Section 3. By a two-thirds vote of members voting by mail or email ballot, providing at least 30 days written notice of such amendments shall be given each member entitled to vote.

ARTICLE XVI
Period of Duration/Dissolution

The period of duration of the Association is open-ended. In the event of termination of this period of duration as provided for herein, the Executive Committee shall dissolve and wind up the affairs of the Association, whether voluntary or involuntary, provided however, that the assets of the Association then remaining, after all debts have been satisfied, shall be distributed, transferred, conveyed, delivered or paid over in such amounts as the Executive Committee may determine or as may be determined by a court of competent jurisdiction, exclusively to charitable, governmental, or educational organizations otherwise authorized by law to receive remaining assets or funds of a dissolved non-profit corporation or association. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purpose.

APPROVED

DATE



4.9.19

By: Steve Siddoway
President, Idaho Recreation and Park Association Board