

BY-LAWS of Connecticut Recreation and Parks Association

Revised June 10, 1993, December 9, 1993, May 2001, June 2004, June 2005, February 2007,
August 2008, September 2009

Article I – Name

The name of this organization shall be the Connecticut Recreation and Parks Association, Inc. This organization is an affiliate of the National Recreation and Parks Association. The name of this organization shall appear on all publications and official correspondence.

Article II – Office

The head office of the Connecticut Recreation and Parks Association shall be located in Rocky Hill Connecticut.

Article III – Membership

Section 1: There shall be two (2) classifications of membership. All classifications (excluding students) are entitled to the privilege of voting and holding office within the Association and receive all publications and discounts.

Section 2: Group Membership:

AGENCY MEMBERSHIP category designed for Park & Recreation Departments. The Public Agency membership includes membership for the Agency Director and up to nine individual memberships for Citizen/Board Members.

GROUP PROFESSIONAL MEMBERSHIP: a category designed for at least 3 professional memberships from one agency.

COLLEGE/UNIVERSITY MEMBERSHIP: a category designed for public or private educational institutions, which offer a curriculum in recreation and parks. Good for Department Head and faculty members.

COMMERCIAL MEMBERSHIP category designed for companies that provide equipment, services and benefit programs to people in the parks and recreation field.

Section 3: Individual Membership

PROFESSIONAL MEMBERS shall be individuals principally engaged in professional recreation or park service under public, commercial, private or voluntary sponsorship.

CITIZEN / BOARD MEMBERS shall be those lay citizen members of recreation and parks or commissions who seek to support the objectives and programs of the Association.

STUDENT MEMBERS shall be those preparing for any phase of the recreation and park service profession while attending an institution of higher education on a full-time basis. Student Members shall be entitled to the privileges of voting and holding office within their special interest section and/or as voting representative of the special interest section.

HONORARY LIFE MEMBERS shall be those persons who have made outstanding contributions to the recreation and park movement. "Upon retirement, Lifetime Membership may be awarded by the Executive Board to those professionals who demonstrated meritorious service to CRPA and have been an active professional in the parks and recreation field for at least 20 years. Meritorious service is defined as holding a leadership role in CRPA as an officer, member of the Executive board or Committee/Board Chair for at least 5 years and being active on a committee of board for an additional 5 years."

ASSOCIATE MEMBERSHIP Individuals not professionally employed in the parks and recreation field but connected to the industry in some way (i.e local health department, youth service bureau, playground safety inspectors, coach of a sports team, etc.).

RETIREES shall be those individuals having been an active member of CRPA and has retired from active service in the field.

Section 4: Membership Dues

Annual dues shall be payable annually and renewed each subsequent year based on the month membership initiated. Dues shall be approved by the Board for all categories at the recommendation of the Finance Committee.

Membership expires on renewal date. After 30 days, member is not in good standing and forfeits all membership services and privileges.

Article IV – Officers

Section 1a. Qualifications for the office of President, President-Elect shall be a member of the Association in good standing at least five (5) years of experience as full-time professional, two years of service on the Executive Board and if a professional in the field of parks, recreation, or related fields, completion of recognized professional certification.

Section 1b. Qualifications for the office of Secretary and Treasurer are a member of the Association in good standing and at least two (2) years of experience as a full-time professional.

Section 1c. Qualifications for the office of Member-at-Large are a member of the Association in good standing.

Section 2: The Officers shall be elected by the membership as provided for in Article VIII of the by-laws and shall hold office for one full term (2 years), or until their successors are elected. If a vacancy occurs, the line of succession to the Presidency shall be President-Elect, Secretary.

Section 3: The duties of the Officers of the Association shall be those common to the respective office.

A. PRESIDENT: shall preside at all Annual Meetings, special meetings, regular meetings and at all meetings of the Executive Board; appoint chairpersons of standing committees and special committees with the approval of the Executive Board and cooperate fully with all appointed committees; and represent the Association at State and National meetings on matters of vital interest to the recreation and park profession.

B. PRESIDENT-ELECT: shall prepare for the Presidency by learning the Association's operation as detailed in these By-laws. He/She shall serve as Parliamentarian; preside at meeting in the absence of the President; and generally assist the President when called upon. Immediately following completion of the term of incumbent President, the President-Elect shall automatically become President for the one full term for which elected, provided he/she remains a member on good standing. If the office of Presidency should become vacant, he/she automatically succeeds to the Presidency and serves the remainder of his/her predecessor's term before serving the one full term to which he/she has already been elected.

C. SECRETARY: shall be responsible for the records of all official business of the Association; notices of all meetings of the Association and special interest section; minutes of all meetings of the Association membership and Executive Board.

D. TREASURER: shall supervise the receipt and disbursement of all money of the Association, which shall be managed by the Executive Director in accordance with established budgetary policies. The Treasurer shall be the chairperson of the Finance Committee. The Treasurer shall report to the Executive Board at each regular meeting in writing. The Treasurer shall be listed a co-signer for all checks.

E. PAST-PRESIDENT: Upon completion of service as President, this individual shall install new Officers at the Annual Meeting held at the end of his/her term, and shall serve one full term (2 years) as Past-President. This individual shall also chair the Nominating Committee. He/she shall provide guidance and counsel to the Executive Board, and shall have such other powers and perform such other duties as the members, the Board, or the President may delegate.

E. MEMBERS AT LARGE: shall attend monthly Executive Board meetings; provide input to the Board from members from the various regions of the state; voice opinion and offer suggestions on administration of the Association; serve on standing and special committees; and vote on issues directing operations of the Association.

Article V – Executive Board

Section 1. The management of this Association shall be vested in the Executive Board, composed of the Officers as well as eight (8) Members-at-Large and the

Immediate Past President. The Members-at-Large serve for an overlapping three year term and officers shall serve for two-year terms commencing on January 1 and ending on December 31.

Section 2. The President, with the approval of the Board, shall fill any vacant post on the Board (except President-Elect) within the second board meeting after the Board accepts the vacancy. The office of the President-Elect shall be filled by a special election within 90 days of vacancy.

Section 3. It shall be the duty of the Executive Board to act upon Association business in accordance with the By-laws and take action in line with the existing policy, between the general business meetings of the Association.

Section 4. The Executive Board may engage the services of an Executive Director, legal counsel and other persons as may be deemed necessary and shall establish their compensation.

Section 5. All meetings of the Association shall follow Roberts Rules of Order, providing they are in keeping with the By-laws.

Article VI – Termination of Office

Any Executive Board member who misses three (3) consecutive Board Meetings or five (5) meetings throughout the fiscal year shall be subjected to termination at the discretion of the Executive Board.

Article VII – Meetings

Section 1. The Annual Meeting of this Association shall take place during the month of November and at a time and place to be determined by the Executive Board. At least twenty (20) days notice must be given in writing to all members by the Secretary.

Section 2. General membership meetings of the Association shall be quarterly. At least ten (10) days notice must be given to all meetings by the Secretary.

Section 3. The President shall call a minimum of six (6) regular meetings of the Executive Board during the fiscal year. At least fifteen (15) days notice shall be given.

Section 4. A special meeting may be called by the President, or by a majority of the Executive Board or by 13% of the voting membership. At least fifteen (15) days notice shall be given.

Section 5. A quorum for all general membership meetings shall be 13% of the active voting membership and a quorum for the Executive Board shall be one more than half of its constituted voting membership.

Article VIII – Nominations and Elections

Section 1. At least seventy-five (75) days before the Annual Meeting, the Nominating Committee shall notify the membership that nominations for Executive Board members and Officers are invited. The Nominating Committee will receive nominations from the membership up to sixty (60) days before the Annual Meeting.

Section 2. The Nominating Committee shall prepare a slate of candidates for the offices of President-Elect, Treasurer, Secretary and Executive Board at least forty-five (45) days before the Annual Meeting. No person shall be nominated without his/her written or oral consent.

Section 3. The Secretary, at least forty (40) days prior to the Annual Meeting, shall mail each member qualified to vote, an official ballot with one proposed slate of officers and a designated line for write-ins. Ballots must be postmarked at least twenty (20) days prior to the Annual Meeting.

Section 4. The Officers and Members-at-Large shall be elected by a majority of the voting membership.

Section 5. In the event of a tie vote for any office, a special election shall be conducted at the Annual Meeting.

Section 6. The new Officers shall be announced and introduced at the Annual Meeting. They will be installed during new business of the Annual Meeting agenda.

Section 7. A special election of the general membership shall be conducted prior to the next Annual Meeting to fill a vacancy for the office of President-Elect.

Article IX – Committees

A. Standing Committees

Section 1. The President shall appoint/reappoint the chairperson of the standing committees with concurrence of the Executive Board at the beginning of his/her presidential term from among the active membership and shall serve through the duration of presidential term.

Section 2. It shall be the duty of each committee to carry out the direction, of the Executive Board, as detailed in the Manual of Policies and Procedures.

Section 3. It shall be the duty of each standing committee to report in writing at each Executive Board meeting and Association Meetings as requested by the President.

Section 4. The standing committees shall be:

- Nominating Committee
- Professional Development Board
- Certification Board
- Constitution/Bylaws Committee
- Annual Conference Committee
- Finance Committee

History/Neology Committee
Ethics Committee
Awards Committee
Personnel Committee
Legislative Committee
Executive Committee

B. Boards

Section 1: It shall be the duty of said Boards to carry out the direction charged to them as governed by the specific Board's by-laws, for the betterment of the Association.

Professional Development Committee
Certification Board

C. Special Committees

Section 1: The President shall appoint/reappoint a chairperson with concurrence of the Executive Board at the beginning of his/her term. Special Committees are created by the President for purpose of implementing a special program of the Association

Examples are:

Fundraising
Hershey Track and Field
Hotshots
Playground Camp College
Entertainment Showcase
Quarterly CEU Programs
Scholarship

D. Executive Director Committees

Section 1: Executive Director committees shall assist the Executive Director in carrying out his/her duties. Executive Director shall recommend chairperson to the president and Executive Board for concurrence.

Examples are:

Membership
Public Relations/Publications
Employment Opportunities

E. Special Interest Sections

Section 1: The President shall appoint/reappoint the chairperson with concurrence of the Executive Board at the beginning of his/her term. Section to meet specialized career and citizen needs of members.

Existing
Aquatics
Citizen Board
Therapeutic

Examples:
Park
Seniors
Commercial
Students
Trails
Health

Article X – Special Interest Section

Purpose: The Special Interest Section may be formed to meet the special career needs of the membership.

Section 1. All members of the Association may register for membership in a special interest section.

Section 2. To become a special interest section of the Association, a group consisting of ten (10) or more Association members shall submit in writing a petition, a list of its officers and members, and a copy of the group's by-laws or code of operation to the Executive Board for approval.

Section 3. The special interest section by-laws or code of operation shall be compatible with those of the Association.

Section 4. A two-thirds vote of the Executive Board is required to accept a special interest or expel it from the Association following a periodical review of its current qualifications.

Section 5. Association activities, within each special interest section, shall be conducted on an organized basis under the leadership of its Officers and in line with the constitution and by-laws of the Association.

Section 6. Special interest section representatives shall be elected annually by the members of the special interest section.

Article XI – Fiscal Year

Dates: The fiscal year of the Association shall commence on the first day of January of each year.

Article XII – Management Practices

Operating Procedures: The Board shall establish procedures for the management of the Association. Such procedures shall be properly recorded in the Manual of policy and procedures.

Manual of Policy and Procedures: Shall provide guidelines and directions for implementing the goals and objectives of the Association. The Manual, as approved by the Board, shall be maintained by the Constitution and By-laws Committee.

Parliamentary Procedures: All actions not covered by the Constitution and By-laws or Manual of policy and procedures shall be governed by Robert's Rules of Order Revised.

Article XIII – Amendments

The By-laws may be amended by the Board when:

- a) motions to amend the by-laws must be submitted in writing to the Executive Board thirty (30) days prior to a vote
- b) Motions to amend must be approved by a minimum of nine (9) votes regardless of the number present at the meeting.

The Secretary, who shall conduct the ballot, must allow at least thirty (30) days between mailing the proposed amendment and ballot and formulating the results of the returned ballots.

**Connecticut Recreation and Parks Association
Organizational Chart**



