

North Carolina Recreation and Park Association, Inc.  
BY-LAWS

**ARTICLE I**  
**Objectives and Goals**

The purpose as stated in Article III of the Articles of Incorporation shall be the basis of the following statements:

**Section 1.** To unite into one organization, all recreators with common interest, to broaden the profession and to provide professional fellowship.

**Section 2.** To foster, maintain and elevate the standards of professional qualifications, training and ethics; to foster voluntary certification, encourage agency accreditation; to encourage and assist colleges and universities in the planning, training and placement of their graduates according to professional standards.

**Section 3.** To stimulate interest in securing, planning, developing, maintaining and preserving the recreation resources within the State and to secure more effective use of all land and water areas for recreation.

**Section 4.** To promote a publicity and public relations program on the trends and values of recreation as related to all individuals and groups.

**Section 5.** To cooperate with all recreation and park associations and organizations with similar objectives; to encourage cooperation and coordination between various agencies and organizations concerned with the provisions of leisure services.

**Section 6.** To identify and support those agencies of state government who have a programmatic or consultative responsibility in the provision of leisure services.

**Section 7.** To support the concepts of (1) the combined functions of parks and recreation at all levels of government, and (2) the independent, separate status of the recreation and park function.

**Section 8.** To publish an official journal, to disseminate educational information concerning parks and recreation and to use all media sources for this purpose.

**Section 9.** To encourage study, discussion, research and analysis of those matters which will aid in the advancement of the recreation and park movement through conferences, workshops and similar professional development activities.

**Section 10.** To study and analyze legislation pertaining to recreation and parks and to promote and sponsor legislation affecting the field of recreation and parks as permitted under the state and federal statutes applicable to the Association's tax-exempt status.

**Section 11.** To operate exclusively for charitable, educational and research purposes as defined in Section 501c (3) of the Internal Revenue Code (IRC) of 1954, as amended, and NC statutes pertaining to our nonprofit status, and not engage in any activity which will result in the denial or loss of exempt status as herein described.

**Section 12.** To encourage the development of accessible park and recreation facilities and services designed to promote the independent leisure functioning of all citizens.

**Section 13.** To administer its affairs without discrimination against any person based on race, color, national origin, sex, religion, age, sexual orientation, or disability.

## **ARTICLE II**

### **Affiliation**

The Association shall be an affiliate organization of the National Recreation and Park Association. The Association may establish a liaison relationship with those agencies and organizations for the mutual purposes and benefits.

## **ARTICLE III**

### **Membership and Duties**

#### **Section 1. Membership Classification**

- A. **Professional Member.** A Professional Member is a career professional by virtue of training and experience in the field of park and recreation services. A Professional Member shall have full voting privileges and may hold office.
- B. **Retired Professional Member.** A Professional Member is eligible upon retirement for the Retired Professional Membership. A Retired Professional Member shall have the same privileges and rights as the Professional Member.
- C. **Student Member.** A Student Member is a student pursuing a degree in the field of parks and recreation and not employed full time as a professional in the field. A Student Member shall have voting privileges limited to the Student Sub-Section and may hold office only in that Sub-Section.
- D. **Citizen Board Member, Individual or Group.** A Citizen Board Member is a person who is serving the recreation and park field on Commissions, Boards, Committees or other related interest groups. A Citizen Board Member shall have voting privileges limited to the Citizen Board Section and may hold office only in that Section (NOTE: with exception of Article VI, Section 7)
- E. **Affiliate Member.** An Affiliate Member is a person interested in and who contributes to the purpose of the Association and does not qualify for membership in one of the above membership classifications. An Affiliate Member may be employed on a part-time or seasonal basis in recreation, parks or a closely allied field. Member shall have no voting privileges, may not hold office nor chair committees.

- F. **Agency/Organization Member.** An Agency/Organization Member is an agency or organization providing services in the field of recreation, parks or a closely allied field. An Agency/Organization Member has no voting privileges, may not hold office and the employees of said agency/organization shall not be considered as individual members of the Association under this classification.
  
- G. **Commercial Member.** This membership is for all businesses in the area of Leisure Services. Members of this category are eligible to receive all benefits, which may be approved by the board. Members of this class are non-voting and shall not be eligible to hold office.

## **Section 2. Dues**

Dues are a requirement for membership in the Association.

- A. **Membership Year.** January 1 through December 31 for all membership classifications except:
  - 1. Student Member year shall be September 1 through August 31 of the following year.
  - 2. New members who pay their dues with registration for the Annual Conference shall become members in good standing immediately and throughout the following calendar year.
  
- B. **Membership Termination.** Dues not paid by the last day of February will result in termination of membership and all rights and privileges of that membership.
  
- C. **Membership Reinstatement.** Membership may be reinstated by payment of dues for the current membership year.
  
- D. **Membership Reclassification.** A Student Member who qualifies for Professional Member or Affiliate Member after July 1 shall be assessed one-half of the annual dues for the new classification for the remainder of the calendar year.
  
- E. **Section Affiliation.** Payment of dues in the Professional, Retired Professional, Citizen Board Member or Affiliate membership classifications entitles the members to a primary membership in one Section. A secondary Section may be joined for an additional fee.
  
- F. **Changes in dues structure.** Any changes shall be recommended to the Board of Directors for approval. Two-thirds of the votes cast by a quorum of the Board is required for passage.

## **ARTICLE IV Elections**

### **Section 1. Candidates, Requirements and Terms of Office**

General Association offices are: President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Past-President.

#### **A. General Association Officers:**

1. Must be either professional members or retired professional members.
2. Shall hold office for one year beginning on January 1 and ending December 31.
3. May be installed at the Annual Conference following their election.

#### **B. National Recreation and Park Association Representatives:**

1. Shall meet the requirements as set forth by the National Recreation and Park Association for affiliate representation. The term of representation shall be set by the National Recreation and Park Association.
2. Shall be either a Professional Member, a Retired Professional Member, or a Citizen Board Member of NCRPA

#### **C. Section Officers:**

1. Must be either professional members or retired professional members.
2. Shall hold office for one year beginning on January 1 and ending December 31.
3. May be installed at the Annual Conference following their election.

#### **D. Region Officers:**

1. Must be either professional members or retired professional members living in region in which the office is to be held.
2. Shall hold office for one year beginning on January 1 and ending December 31.
3. May be installed at the Annual Conference following their election.

### **Section 2. Election Procedure**

- A. Nomination and Election Committee will be chaired by the Past-President and comprised of the chair-elects of each Region and Section and shall be responsible for all election procedures.
- B. At least 90 days before the Annual Conference, the Nominations Committee shall notify the membership that nominations for all Association offices (General Association officers, NRPA Representatives, Section officers and Region officers), with the exception of the President, First Vice-President and Past-President, are invited.

- C. The Nominations Committee shall prepare a slate of two qualified candidates for each of the Association offices of Second Vice-President, Secretary, Treasurer and NRPA Representatives and submit in writing to the Secretary at least sixty days prior to the Annual Conference.
- D. Ballots
  1. The format of the ballot shall be for each elected position two candidates shall be listed in alphabetical order with a blank line for a write-in candidate.
  2. A return date of no later than fifteen days prior to the Annual Conference shall be noted on the ballots.
  3. Ballots shall be distributed to each qualified voting member no later than thirty days prior to the Annual Conference.
  4. Ballots received after the return date shall be invalid.
  5. Ballots shall be counted by the Nominations Committee.
  6. All official ballots shall be destroyed by the Nominations Committee after the Association Officers and representatives are installed.

**Section 3. Votes Required to Elect**

- A. Candidates receiving the greatest number of votes shall be declared elected.
- B. In case of a tie vote for one of the general Association offices or for the representatives to the National Recreation and Park Association, a run-off shall be held by secret ballot at the opening general session of the Annual Conference.
- C. In case of a tie vote for Section and/or Region officers, a run-off election shall be held by secret ballot at the first respective business session after the election results are certified.

**Section 4. Voter Requirements**

- A. Only Professional Members or Retired Professional members may vote for Association officers. They may vote for representatives to the National Recreation and Park Association, if they are an NRPA member.
- B. Only Regional members working within their Region or Retired Professionals living in that Region may vote for officers of that Region.
- C. Only Section members may vote for officers of that Section.

**ARTICLE V**  
**Board of Directors**

The Board of Directors is comprised of: all of the general Association Officers; the Region and Section Chairpersons; and (1) One NRPA representative.

**Section 1. Membership and voting on the Board**

- A. General Association Officers, One (1) NRPA representative, Section and Region Chairpersons will hold voting privileges on the Board. (Note: The NRPA representatives will select their voting member on the board for a one year term).
- B. The Executive Director shall serve as an ex-officio, non-voting member.

**Section 2. Powers**

- A. The affairs of the Association shall be directed by the Board of Directors except as otherwise provided by statutes or by these By-Laws.
- B. It is the responsibility of the Board of Directors to adopt a balanced budget at the time of its first Board meeting.

**Section 3. Meetings**

- A. Three regular meetings of the Board shall be held including one at the Annual Conference.
- B. A special meeting of the Board may be called by the President.
- C. Members of the board shall be notified at least two weeks in advance of a meeting.

**Section 4. Quorum**

Fifty-percent plus one (1) of the eligible voters of the Board constitute a quorum of the board.

**ARTICLE VI**

**Duties of General Association Officers and Voting Members of the Board of Directors**

**Section 1. President**

- A. Presides at all meetings;
- B. Appoints the chairpersons of all Board Committees with the approval of the Executive Committee;
- C. Represents or appoints a representative, with the exception of the representative to the National Recreation and Park Association, to all organizations which request an NCRPA representative;
- D. Acts as an ex-officio member of all committees of the Association.

**Section 2. First Vice-President**

- A. Acts in the absence of the President; Assumes the Presidency of the Association for the year following term as First Vice-President.
- B. Coordinates the work of the Regions.
- C. Serves as parliamentarian

**Section 3. Second Vice-President**

- A. Acts in the absence of the First Vice-President; assumes the First Vice-Presidency of the Association for the year following term as Second Vice-President.
- B. Coordinates the work of the Sections.

**Section 4. Secretary**

- A. Keeps accurate recordings of all Executive Committee and Board of Directors meetings and actions;
- B. Prepares minutes of all meetings and distributes or causes them to be distributed to the Board of Directors within thirty days following the meeting;
- C. Notifies or causes to be notified all Board members of the time, date, and location of all meetings of the Executive Committee and Board of Directors;
- D. Shall periodically examine the records and work of the Association, and keep a written historical account of events up to date.

**Section 5. Treasurer**

- A. Keeps or causes to be kept full and accurate accounts of receipts and disbursements of the Association;
- B. Has custody of all funds and securities of the Association;
- C. Deposits or causes to be deposited all monies and all of the valuable effects of the Association in the name and to the credit of the Association in such banks or depositories as the Board of Directors may designate;
- D. Maintains or causes to be maintained a statement of accounts available to the Board of Directors upon request;
- E. Prepares an annual fiscal budget, which takes into account all Association programs and operations.
- F. Servers as chairperson of the Finance Committee.

### **Section 6. Past-President**

- A. Serves as chairperson of the Nomination Committee.
- B. Responsible for the implementation of Article- IV, Section 2 of By-Laws

### **Section 7. Association Representatives to the National Recreation and Park Association**

- A. Represents the North Carolina Recreation and Park Association and reports to the NCRPA Board of Directors the action taken by the National Recreation and Park Association;
- B. Acts as a liaison between NCRPA and NRPA.

### **Section 8. Section Chairperson**

- A. Represents his/her respective Section on the Board of Directors;
- B. Coordinates the work of the Section/Sub-Section on a statewide basis through the Sectional structure when appropriate;
- C. Presides at all Section meetings and functions;
- D. Appoints all committee chairpersons and Sub-Section leaders of their respective Section.

### **Section 9. Region Chairperson**

- A. Represents his/her respective Region on the Board of Directors;
- B. Coordinates the work of the Region with the work of other Regions;
- C. Presides at Region meetings and functions;
- D. Appoints all committee chairpersons of the Region.

### **Section 10. Vacancies** (for general Association officers only; see Article VII, Section 6 for Section and Region office vacancies)

- A. The line of succession to the President shall be First Vice-President, Second Vice-President, Secretary, and Treasurer.
- B. The President would immediately appoint a temporary Past-President from among previous Past-Presidents when a vacancy occurs in the office of Past-President;
- C. Should a vacancy occur in the President's position four months or more prior to the Annual Conference, the First-Vice President immediately assumes the vacant President's position, and the Second Vice-President assumes the vacant First-Vice-President's position. A special election is held to fill the vacant Second Vice-President's position. Should a vacancy occur in the President's or First Vice-President's positions less than four months prior to the Annual Conference, the First and Second Vice-Presidents immediately assume the vacancies, and the now vacant position of Second Vice-President becomes a part of the annual election process. Should a vacancy occur in the President's or First Vice-President's positions between the time of the annual election and the convening of the Annual Conference, the vacancy Subsequently incurred in the Second Vice-President's position shall be filled through an election which will take place during the opening general session of the Annual Conference (Refer to Article IV for procedure).

## **Section 11. Recall Procedure**

- A. Should one or more voting members of the Association wish to have a recall election of any of the general Association officers including representatives to the National Recreation and Park Association, a petition of recall must be signed by three-fifths of the eligible Association voting members within 30 days of the conclusion of the Annual Conference.
- B. Should a member of the Region or Section wish to have a recall election of one or more of their respective officers, a petition of recall signed by three-fifths of the voting members of the respective Region or Section must be presented to the Board of Directors of NCRPA within 30 days of the conclusion of the Annual Conference.
- C. Within thirty days after the Board of Directors have received a recall petition, an election must be held. The general rules of Submission of ballots to the membership and tabulation of said ballots as described in Article IV, Section 2 shall then be put in effect.

## **ARTICLE VII Sections and Regions**

### **Section 1. General**

- A. **Purpose.** The purpose of Sections and Regions is to facilitate a greater involvement of the Association membership by appealing to their professional interest and/or their proximity to one another.
- B. **Regions.** The State shall be divided into nine geographic Regions with boundaries corresponding to county lines. Refer to NCRPA Region map.
- C. **Sections.** Sections shall represent the special interests in the field of parks and recreation. The Board of Directors shall have the power to accept Sections as long as those interests conform to the requirements for the establishment and maintenance of the Association Sections. Sections may be divided into Sub-Sections.
- D. **Sub-Sections.** Sub-Sections shall represent specific interests of a Section. The Section chairperson upon approval by the Executive Committee will establish Sub-Sections.
- E. **Representation.** Each Region and Section shall have one representative on the Board of Directors.
- F. **Powers.** No Region, Section or Sub-Section shall act independently of the Association nor enter into any contractual agreement of financial obligation without prior approval of the Board of Directors.

### **Section 2. Establishment and Maintenance of Region and Sections/Sub-Sections**

- A. Regions and Sections are established by a two-thirds vote of the eligible votes cast by the Board of Directors. Modifications of the boundaries of said Region requires a two-thirds vote of the eligible votes cast by the Board of Directors.
- B. In order for a Sub-Section to be established, an Association member must submit letters of endorsement for the proposed Sub-Section as well as a list of fifteen (15) or more current or potential Association members to the Section Chair. The Executive Committee must

approve all Sub-Sections.

### **Section 3. Termination**

- A. A Section shall be terminated when its members recommend to the Board of Directors that the Section be dissolved (a two-thirds vote of the eligible votes cast by the Board of Directors is required for dissolving a Section) or when the number of active members during a given Association year is less than fifty and remains beneath that number for two consecutive Association years as determined on the last day of February.
- B. A Region may be terminated or modified only at the will of the Board of Directors by a two-thirds vote of the eligible votes cast.
- C. A Sub-Section shall be terminated when its members recommend to the Section Chair that the Sub-Section be dissolved or when the number of active members during a given Association year is less than fifteen and remains beneath that number for two consecutive Association years as determined on the last day of February. The Executive Committee must approve all Sub-Section terminations.

### **Section 4. Program Responsibilities**

- A. Sections, Sub-Sections and Regions shall abide by Articles of Incorporation and By-Laws of the Association.
- B. Regions, Sections and Sub-Sections may establish their own by-laws as long as these by-laws are not in conflict with the NCRPA Articles of Incorporation or By-Laws.
- C. Regions, Sections and Sub-Sections may conduct business meetings, programs, workshops, and similar activities to stimulate and increase membership participation and professional development. Such programs should be coordinated with the activities of Association standing and annual committees.

### **Section 5. Officers**

- A. Each Region and Section shall create the offices of: Chairperson, Vice-Chairperson, Chairperson-Elect, Secretary/Treasurer, and Past-Chairperson.
- B. Officers shall serve one-year terms and shall be determined through the election process as identified in Article IV, Section 2 and 3.

### **Section 6. Vacancies**

- A. The line of succession to the Chairperson shall be: Vice-Chairperson, Secretary/Treasurer.
- B. Should a vacancy occur, the Region or Section may request a special election be held.

### **Section 7. Budget and Finance**

- A. Region and Section budgets shall be a part of the annual Association budget and shall be submitted to the Treasurer and Finance Committee for their consideration, action and recommendation.
- B. All monies received and spent within a Region or Section shall be processed through the Association's Treasurer and NCRPA office.

## Section 8. Meetings

An annual business meeting shall be held preferably at the time of the Annual State Conference for Sections, Sub-Sections and Regions.

## ARTICLE VIII Committees

### Section 1. Executive Committee

- A. **Membership.** Members of the Executive Committee shall consist only of general Association officers (President, First Vice-President, Second Vice-President, Secretary, Treasurer and Past-President. The Executive Director shall serve as an ex-officio, nonvoting member.
- B. **Duties**
1. Between meetings of the Board of Directors, the Executive Committee is empowered to act on behalf of the Board of Directors and is required to notify the Board of Directors of those actions taken by the Executive Committee within thirty days after the Executive Committee has met.
  2. The actions of the Executive Committee are subject to the ratification of the Board of Directors.
- C. **Meetings.** Shall be held as needed and called by the President or by a petition signed by a majority of the members of the Executive Committee.
- D. **Quorum.** A quorum of the Executive Committee shall be declared when a majority of the eligible voters of the Executive Committee are present.

### Section 2. Standing and Ad Hoc Committees

In order to carry out the responsibilities of the Association, the President must appoint the chairpersons and monitor the activities of all Association-wide standing committees and ad-hoc committees.

- A. **Establishment and Termination of Committees.** Committees shall be established and terminated by approval of the Board of Directors. A vote of two-thirds of those composing a quorum is necessary.
- B. **Standing Committees.** Standing committees are important to the continuity of the operations of the NCRPA. The President shall appoint the committee chairperson and fill committee vacancies. Standing committees shall be made up of six members, serving three years, with 1/3 rotating off each year. Two members are to be appointed by the President each year. Special attention shall be given by the President to the matters of Region, Section and special interest representations when making committee appointments. The specified standing committees are:
1. **Citations and Awards.** The Citations and Awards Committee shall be responsible for the selection of individuals to receive the state awards , Arts and Humanities Awards, Innovative Program and any other general Association awards and citations which may be determined by the Board of Directors.

2. **Conference Site Selection & Evaluation Committee.** The Conference Site Selection & Evaluation Committee shall solicit bids and recommend the conference site for each annual conference and will be responsible for coordinating, conducting and reviewing conference evaluations.
  3. **Endowment for Parks & Recreation in NC Committee** shall be responsible for developing activities, materials and methods for capitalizing the Endowment, educating the profession on the needs and benefits of the Endowment, promoting the Endowment and the various methods of giving, recognizing donors; and recommending uses of the Endowment's interest
  4. **Legislative Committee.** The Legislative Committee shall deal with all legislative activities related to the Association at the local, state, and national levels and shall guide the Association in its legislative procedures, policies, and strategies.
  5. **Membership Committee.** The Membership Committee shall interpret the objectives of the Association and encourage qualified persons in the field of parks and recreation to become part of the Association.
  6. **Procedures Committee.** The Procedures Committee is responsible for the development and maintenance of the Association's By-Laws and Manual of Procedures. It makes recommendations to the Board of Directors for additions, changes, and revisions of those documents and may assume other responsibilities as assigned by the Board of Directors.
  7. **Professional Development Committee.** The Professional Development Committee shall promote, and in some instances, provide programs to improve professional knowledge, leadership and management skills through a variety of in-service training opportunities that result in the professional growth and development of NCRPA members.
  8. **Marketing Committee.** The Marketing Committee is responsible for monitoring and developing all promotional materials of the Association and managing and coordinating the marketing efforts for the organization as needed.
  9. **Finance Committee.** The Finance Committee is responsible for the planning and monitoring of the fiscal program – policies and procedures – of NCRPA. It is required to study the financial needs of the Association and to make recommendations to the Board of Directors on matters pertaining to the budget, including the annual budget review. All budget requests and revisions shall be referred to the Finance committee for analysis and recommendation prior to being submitted to the Board of Directors for consideration. The Association Treasurer shall serve as a Chairperson of this Committee.
- C. **Ad-hoc Committees.** Ad-hoc committees are discretionary committees appointed by the President for a special task and are to be terminated at the completion of said task. The President and the chairperson of the said committee may confer in determining the numbers composition of the committee. The chairperson of the committee shall make the appointments and should be mindful of Region, Section, and special interest considerations when making these appointments.

## **ARTICLE IX Management**

### **Section 1. Executive Director and Staff**

The Executive Director of the Association shall be the chief administrative official of the Association and shall be appointed by and serve at the pleasure of the Board of Directors. The Executive Director shall have the responsibility for and control of the administrative staff of the Association, including the hiring and dismissal of said personnel subject to any control as may be determined by the Board of Directors; and shall have such other powers and duties as assigned by the Board of Directors.

### **Section 2. Management Evaluation**

The Executive Committee of the Association shall be responsible for evaluating the performance of the Executive Director and the compensation to be received on an annual basis. The Executive Director in return is responsible for evaluating all other office personnel and for recommending to the Board of Directors the salary schedule of said personnel.

### **Section 3. Financial Standards**

The Association shall adhere to generally accepted standards of financial management including the bonding of those personnel handling funds. The Association accounts shall be audited annually as directed by the Board of Directors. This will include the services of an independent accountant approved by the Board of Directors. The audit report should include financial statements showing all receipts and disbursements of the Association, assets and liabilities, all in sufficient detail to be in accord with sound accounting practices and the wishes of the Board.

## **ARTICLE X Rules**

The latest addition of Robert's Rules of Order shall prevail at the meetings of the Association unless otherwise specified by the By-Laws of the Articles of Incorporation.

## **ARTICLE XI Amendments**

All proposed amendments must be made by the Procedures Committee to the Board of Directors. The Board of Directors shall review the proposed amendment and the said amendment shall only be placed in effect upon the approval of two-thirds of those composing a quorum of the Board of Directors.

(Revised & Adopted 5-1-2007)