

# BY-LAWS

## OREGON PARKS ASSOCIATION

---

### **I. DUTIES OF THE OFFICERS**

The duties of the officers shall be such as generally defined in Article IV, Sections 1-8, of the Oregon Parks Association Constitution.

#### **A. PRESIDENT**

1. Act as the presiding officer of the Executive Board and at all meetings of the membership.
2. Shall interpret the policies and decisions of the Executive Board to the membership.
3. Make reports and prepare agendas prior to the Executive Board meetings.
4. Act as the main official representative of the Association to the public.
5. Establish and maintain communications and good working relationships with kindred professional organizations.
6. Perform other duties and implement the policies, practices and instructions pertaining to the office as referred by the Executive Board.
7. Be ex-officio member of each and every committee.

#### **B. PRESIDENT-ELECT**

1. Be expected to attend all meetings of the Executive Board and work with the President to become familiar with the duties and responsibilities of the higher office.
2. Act as chairman of the membership Committee and be responsible for recruitment and retention program for the Association.
3. In the absence of the President, the President-Elect shall assume the duties of the President.

#### **C. SECRETARY-TREASURER**

1. Keep a correct record of all proceedings of meetings of the Association and its Executive Board.
2. Be responsible for the proper distribution of such materials as the minutes of meetings, notices of meetings, and all correspondence assigned.
3. Have available at all meetings, a copy of the Constitution and By-Laws, a membership roster, minutes of previous meetings,

an agenda or order of business, and an up-to-date roll of the Executive Board.

4. Keep an accurate account of all financial transactions of the Association. This includes such responsibilities as:
  - a. Deposit and keep an accurate account of all deposits, as well as why and where such moneys were derived.
  - b. Making all withdrawals that are approved by the President or Executive Board.
  - c. Keeping an accurate account of all withdrawals and the purpose for which the withdrawals were made.
  - d. Keeping receipts of all expenditures.
  - e. Be prepared to make financial statements as required.
  - f. Be prepared to make a Treasurer's report at all meetings.
  - g. Prepare and submit in a timely manner all necessary tax forms.
5. Compile and maintain an accurate mailing list of members as supplied by the Membership Committee.
6. Serve as a member of the Executive Board.
7. Act as a member of the Membership Committee.

**D. IMMEDIATE PAST-PRESIDENT**

1. Act as chairman for the Nominations Committee.
2. Serve as member of the Executive Board.
3. Act as a member of the Awards Committee.
4. Carry out any additional duties as assigned by the President or Executive Board.

**E. EXECUTIVE BOARD**

1. The Executive Board shall consist of the officers of the Association, the Immediate Past-President, and the four Directors.
2. The Executive Board shall:
  - a. Carry out the instructions and business of the Association.
  - b. Have referred to it all matters pertaining to policy and legislation, and these shall be relayed on to the membership.
  - c. Act upon the recommendations of all committees of the Association.
  - d. Meet at the call of the President.

**II. STANDING COMMITTEES**

**A. MEMBERSHIP COMMITTEE**

1. This committee shall consist of no less than three members and shall concern itself with attracting, screening, and inducting applicants into the Association membership. It shall keep a list of current members in good standing.

B. NOMINATION COMMITTEE

1. This committee shall consist of no less than three members and shall concern itself with the selecting and placing in nomination those members of the Association who because of their demonstrated interest in the Association are deserving of assuming Association leadership.

2. The committee shall place into nomination at least two persons for each elective office. The committee shall then advise the Executive Board of a slate of candidates as proposed by the committee. The committee shall have prepared and mailed to each member qualified to vote, not later than thirty days before the annual meeting, a ballot carrying the names of the candidates. Names shall be listed on the ballot in alphabetical order and below the names of the candidates for each office a blank line shall be provided for a write-in candidate. A notation on the ballot shall specify the date by which the ballot is to be returned to the Chairman of the Nomination Committee, which shall be at least ten days prior to the annual meeting.

3. With each ballot, there shall be provided two envelopes to be used by the voter to return the marked ballot. The marked ballot shall be sealed in one envelope carrying a single word "ballot" and this returned in the other envelope already addressed to the Chairman of the Nomination Committee.

4. It shall be the duty of the Nomination Committee Chairman to open ballots and count the votes. The Committee shall then advise the Executive Board of the results. The person receiving the highest number of votes for each office shall be declared elected by the Executive Board. In case of a tie vote, the Executive Board shall decide by a majority vote which of the candidates with a tie vote shall be elected. Results of the election shall be announced at the annual conference.

5. Ballots received after the specified deadline, shall be delivered unopened to the President for destruction, and the number of ballots so discarded shall be included in the Nomination Committee's annual report.

6. The Chair of this committee along with the current president shall determine who sits on the Gary A. Ward Grant & Education Sub-Committee listed in section F. below. The sub-committee shall

consist of no less than three members, one of which shall be the current Secretary/Treasurer.

*Amended 5/25/06*

C. AWARDS COMMITTEE

1. This committee shall be responsible for the selection of qualified recipients for the following awards. These selections shall be presented to the Executive Board at least 30 days prior to the annual conference.

- a. Distinguished Service Award – to be presented to a non-professional individual, group or corporation.
- b. Professional Service Award – to be presented to an individual employed in the field of parks and recreation.
- c. Legislative Award – to be presented to a member or members of the Legislative Assembly who have acted to further the purposes of the Association.

D. LEGISLATION COMMITTEE

1. This committee shall consist of no less than three members and shall concern itself with those matters of interest, which require legislative action for revision or current legislation or for the enactment of new legislation. This committee shall study and recommend matters of legislation to the Executive Board for appropriate action.

E. ANNUAL CONFERENCE COMMITTEE

1. This committee shall consist of no less than three members and shall be responsible for the preparation and operation of the Association's annual conference. This committee shall recommend a site or sites to the Executive Board at the annual conference; select the program theme which shall be devoted to both Association business and matters of related interest; establish dates for the annual conference; and coordinate the conference program and work with individuals of the host community on functional details.

F. GARY A. WARD GRANT AND EDUCATION SUB-COMMITTEE

1. As stated in section B. 6. above, the Gary A. Ward Grant and Education sub-committee shall consist of no less than three members, one of which shall be the current Secretary/Treasurer.
2. To be considered for approval, scholarship applications must be submitted by July 1<sup>st</sup> of each year.
3. It shall be the duty of this sub-committee to meet on or before July 15<sup>TH</sup> each year to evaluate and score the applications

received, recommend the amount of funds to be allocated that year for scholarship(s), and then forward the recommendations to the Board for final approval.

4. Scholarships will be awarded at the annual conference in September each year.

*Amended 5/25/06*

### **III. FINANCE**

A. Annual membership dues in this Association shall be due and payable at the annual conference and shall be effective until the next conference.

B. Membership dues shall be as follows:

1. Full organization membership as defined in Article III, Section 1 of the Constitution - \$50.00
2. Commercial membership as defined in Article III, Section 2 of the Constitution - \$75.00
3. Associate membership as defined in Article III, Section 3 of the Constitution - \$25.00

*Amended 8/9/96*

C. Membership Categories & Dues are based on Agency Budget.

<b><u>Annual Operating Budget</u></b>	<b><u>Dues</u></b>
• Under \$500,000	\$100
• \$500,000 to \$1,000,000	\$200
• \$1,000,000 to \$2,000,000	\$300
• \$2,000,000 to \$3,000,000	\$400
• \$3,000,000 Plus	\$500

D. Other Memberships

- |              |       |
|--------------|-------|
| • Associate  | \$100 |
| • Commercial | \$100 |