

# OKLAHOMA

*Recreation & Park Society*

BY-LAWS

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OKLAHOMA RECREATION AND PARK SOCIETY

ARTICLE I. MEMBERSHIP

Section 1. Membership in the Oklahoma Recreation and Park Society shall be designated as Certified Park and Recreation Professional (CPRP), Oklahoma Recreation and Park Associate (ORPA), Member, Student, Friend, Commercial and Honorary.

Section 2. Certified Park and Recreation Professionals, Oklahoma Recreation and Park Associates. Honorary and Members are active members and shall consist of:

a. Certified Park and Recreation Professionals: Recreation and Park personnel engaged in the field of recreation or park work, or related fields, having been certified by the national Professional Certification Board of the National Recreation and Park Association, or the National Council on Therapeutic Recreation certification, with voting privileges.

\*NCTRC Certification must be at the Therapeutic Recreation Specialist level.

b. Oklahoma Recreation and Park Associates: Recreation and park personnel engaged in the field of recreation or park work, or related fields, having been recognized by ORPS, with voting privileges.

c. Members: Recreation and Park personnel employed in or retired from the field of recreation or park work, or related fields, with voting privileges. This will also include Citizen/Board members.

Section 3. Friend: Any person, retired, part-time or otherwise interested in the Park and Recreation movement, without voting privileges.

Section 4. Student: Any college student currently enrolled in a curriculum of Parks, Recreation, Leisure Science or other related field. These members will have a vote in the student section only.

- Section 5. Student with Agency membership: Any college student currently enrolled in a curriculum of Parks, Recreation, Leisure Science or other related field, with their college or university being an Agency member of ORPS. These members will have a vote in the student section only.
- Section 6. Professional with Agency Membership: Any professional currently employed by a leisure service provider being an Agency member of ORPS.
- Section 7. Agency: Any public or private college or university in the State of Oklahoma offering curriculum of Parks, Recreation, Leisure Science or other related field, or any agency or provider of leisure services.
- Section 8. Commercial: Persons, businesses and companies whose product or service is related to the Parks and Recreation profession, without voting privileges.
- Section 9. Honorary: A membership in the Society may be conferred upon persons who have made outstanding contributions to the recreation and/or park movement, or closely related fields, with voting privileges. Candidates for this honor must be approved by a majority vote of the Board of Directors prior to the annual meeting of the Society.

Section 10. Annual membership dues:

Group	Agency	120.00
	Commercial	100.00
	Citizen/Board (with Director)	75.00
Individual	Member with CPRP	45.00
	Member of ORPA	45.00
	Member	45.00
	Friend,	25.00
	Student	25.00
	Student with Agency membership	10.00
	Professional with Agency membership	30.00
	Honorary	0.00

Amended 7-17-75, 5-13-76, 10-4-79, 11-16-81, 10-18-87, 11-12-90, 11-10-91, 6-09-00, 01-10-02, 11-5-02, 11-23-09, 11-7-13

## ARTICLE II. NOMINATIONS

- Section 1. The chairperson of the Nominating Committee shall be the Immediate Past-President. The Past-President shall work with the Board of Directors in selecting qualified candidates to be nominated for available positions.
- Section 2. The nominating committee shall select candidates for each elective office. The President-elect and the Trustee candidates must have Certified Park and Recreation professional (CPRP), Certified Therapeutic Recreation Specialist (CTRS) or other certifications or recognitions which meet the following criteria: (1) continuing education is required for renewal; and (2) certification or recognition is relevant to the park and recreation field (i.e. ORPA). Should a qualified candidate not be secured then the Senior Trustee will fill the vacant position until a qualified candidate can be secured to fill the vacant position. The Vice President–Elect candidates must be either, Certified Park and Recreation Professionals, Oklahoma Recreation and Park Associates, or voting members.-The nominating committee must then secure the selected candidates’ permission to offer their names and commitment to fulfill the responsibilities of the office, if elected. The committee must also poll the membership for additional nominations for any of the offices to be filled. This can be achieved with the provision of write-in candidates.
- Section 3. Once the nomination selection has been made, a background information sheet about each of the nominees will be sent to each ORPS voting member with a ballot. The ballot shall be sent out to the membership no later than October 1.

## ARTICLE III. ELECTIONS

- Section 1. The President shall appoint the current Board Secretary as the chairperson of an Election Committee. The chairperson work closely with the President and Board of Directors to assist with the tabulation of ballots.

- Section 2. Active members classified as Certified Park and Recreation Professionals, Oklahoma Recreation and Park Associates, Honorary and Member may vote on general membership issues and business.
- Section 3. Trustee members may vote on Board of Trustee issues, Board of Director issues and general membership issues.
- Section 4. Board of Director members may vote on Board of Director issues and general membership issues.
- Section 5. Student members may vote on student membership issues and business including the election of the Student Vice President. The Student Vice President is an ex-officio member of the Board of Directors.
- Section 6. Ballots must be returned within two weeks of date of distribution whereupon ballots will be counted and the results will be announced to the membership.

#### ARTICLE IV. EXECUTIVE DIRECTOR

- Section 1. The Board of Directors may hire an Executive Director.
- Section 2. The Executive Director shall assist the President, the Secretary, and the Board of Trustees in directing the affairs of the Society. The Executive Director will maintain a comprehensive record of all receipts and expenditures. He or she will be prepared to present a financial statement at each board meeting. He or she shall be responsible for correspondence and maintenance of the records in the home office. The Executive Director shall coordinate/plan the annual conference in conjunction with the Conference Chairperson and the Board of Directors. The Executive Director will, as nearly as possible, work with all officers, committee chairs and committees in performing their duties toward betterment of the Oklahoma Recreation and Park Society.

#### ARTICLE V. FINANCIAL STANDARDS

- Section 1. The Society shall adhere to generally adopted standards of financial management.

Section 2. The Society's accounts shall be reviewed annually by an independent certified public accountant approved by the Board of Directors.

Section 3. The Society's fiscal year shall begin January 1 and end December 31.

Section 4. An annual financial report showing the assets and liabilities, including special funds of the Society, shall be presented to the Trustees for review, prior to the Annual State Conference. After review by the Trustees, this report shall be given to the Board of Directors at the January Board of Directors meeting.

Section 5. All invoices for articles or services rendered or performed for the Society shall be certified as to having been received or performed by the individual incurring said expenditure. Certification shall consist of a statement that the articles have been received or the service performed and the amount shown on the invoice is authorized for payment. The individual incurring the expenditure shall sign this statement. The Executive Director shall not issue payment until certification is affixed to invoices for payment.

Section 6. At each regularly scheduled Board of Directors meeting, a financial report showing assets and liabilities shall be reviewed for official Board action.

## ARTICLE VI. DUTIES OF OFFICERS

Section 1. It shall be the duty of the President to preside at all meetings and to perform such duties as are usually incidental to the office of President.

Section 2. It shall be the duty of the President-elect to preside at meetings in the absence of the President. In the event that the President should vacate his/her office, the President-elect shall become President and shall serve out the remaining un-expired portion of the term plus the regular term to which he/she has been elected. The Board of Directors shall then select a President-elect from the membership to serve until the next ballot, at which time the membership shall elect a President-elect. If the President-elect should resign or be unable to fulfill his or her term prior to taking the office of President, the Board of directors shall nominate at least one candidate and hold a special election to

choose a new President-elect. The President-elect shall formulate and develop the annual conference.

- Section 3. The duties of the Secretary shall be: to work with the Executive Director to assure that accurate records of the business of the organization are being properly maintained; and to see that Board notices of all meetings are being communicated in a timely fashion. The Secretary shall perform such other duties as referred by the President. Two signatures are required on all payroll checks. Those members who are legally qualified for signing checks are the President, Secretary, one of the Trustees and the Executive Director.
- Section 4. It shall be the duty of the Immediate Past President to serve as the Chairperson of the Constitution, By-laws and Operating Code Committee and the Nominating Committee.
- Section 5. It shall be the primary duty of the Vice Presidents to be responsible for development of workshops and the program sessions at the Annual Conference.
- Section 6. The Board of Directors shall meet at least quarterly, be the governing body of the Society and shall have the full power to act on all matters in the name of the Society. It shall be empowered to vote and to transact the business of the Society by correspondence, if required. It shall have the power to change the location of any annual conference after it has been committed if in its opinion such a change is in the best interest of the Society. The Board of Directors shall authorize the expenditures of the Society in general terms by the adoption of a budget at the beginning of the fiscal year. The Board of Directors shall act upon any matters it may deem proper to introduce. The actions of all Committees shall be subject to the approval of the Board of Directors.
- Section 7. The Board of Directors shall approve honorary members and assist the President in overseeing committees.
- Section 8. Any member of the Board of Directors unable to attend a meeting shall, prior to the meeting correspond with the President or Executive Director. If it is determined by a two-thirds (2/3) majority of the total Board of Directors that any officer of the Board is not fulfilling the

duties of the office he or she was elected to, they may replace the individual with another qualified member of the Society.

## ARTICLE VII. COMMITTEES

Section 1. The President shall appoint the chairpersons of all standing and special committees of the Society.

Section 2. Standing Committees of the Society shall be:

- a. Constitution and By-laws
- b. Honors, Awards & Citations
- c. Conference Planning
- d. Ways & Means

Section 3. The President shall appoint the Immediate Past-president parliamentarian and appoint a historian to serve the Society in their respective capacities.

Section 4. Section 4. All committee chairpersons will be ex-officio members of the Board of Directors and should attend the Board of Directors meetings.

Section 5. Committees may be appointed for special work or a special purpose and may expire with the completion of their work and presentation of their report, or may be held over into the next administration, with the approval of the President. Their duties shall be clearly stated in the motion creating the committee and they shall report fully when their task is complete.

## ARTICLE VIII. ORDER OF BUSINESS

Section 1. To expedite the transaction of business of the Society, the following order of business is suggested for Board of Director meetings.

- a. Call to order
- b. Approval of the minutes of the previous meetings
- c. Financial report
- d. Open Parliament
- e. Officer reports



- f. Committee reports
- g. Unfinished business
- h. New business
- i. Adjournment

#### ARTICLE IX. AMENDMENTS

Section 1. These by-laws may be amended by a two-thirds (2/3) vote of the Board of Directors of the Society, present and voting at any meeting of the Board of Directors of the Society. The Board of Directors shall notify the membership of the Society of the proposed amendments at least sixty (60) days prior to consideration. If twenty percent (20%) of the membership objects to the proposed amendments, in writing to the President, prior to the consideration date, the amendment shall be submitted to the membership for referendum.

#### ARTICLE X. SUSPENSION OF MEMBERSHIP

Section 1. Any officer or member of the Society may be suspended or expelled for unprofessional conduct or for conduct unbecoming a member of the Society. The accused officer or member shall have thirty days, after the grievance against him or her has been received in writing by the Board of Directors, to state his or her position in writing before the Board of Directors renders its decision. A two-thirds (2/3) majority vote by the Board of Directors is required to expel or suspend any officer or member of the Society.

#### ARTICLE XI. RESIGNATION

Section 1. Any officer or member of the Society desiring to resign shall notify the Executive Director in writing. The resignation may be accepted by the Board of Directors.

#### BY-LAWS AMENDED:

July 1985, November 1990, June 2000, January 2002, November 2009, November 2013