

**BY LAWS
CALIFORNIA PARK & RECREATION SOCIETY, INC.
DISTRICT IV**

ARTICLE I- NAME

This organization shall be known as District IV of the California Park and Recreation Society, Inc., in a District within Region II of the California Park and Recreation Society, Inc., composed of the counties of San Francisco, San Mateo, and Santa Clara, and is subject to the Bylaws of the State Society.

ARTICLE II- OBJECTIVES

- Section 1. To organize all levels of recreation and park personnel for the purpose of promoting, broadening and improving recreation and park services.
- Section 2. To foster programs of education, in-service training and certification by way elevating professional standards of recreation and park personnel.
- Section 3. To study existing recreation and park legislation; to promote and sponsor new legislation, and additions and improvements to existing legislation affecting the fields of public, private, commercial, institutional, therapeutic and industrial recreation.
- Section 4. To stimulate statewide interest in providing adequate facilities, programs, and personnel to allow for participation in socially acceptable leisure-time activities by all age groups.
- Section 5. To assist in the planning of recreation and park services on the statewide basis and in the coordination of action on recreation proposals and developments.
- Section 6. To assist in the promotion of standards of administration, supervision, leadership, safety, compensation, program facilities and financing.
- Section 7. To assist in securing more effective use of publicly owned land and water areas.
- Section 8. To assist in the dissemination of information affecting the field of recreation and parks.
- Section 9. To stimulate closer cooperation and coordination between the various agencies engaged in recreation, park and related services.

ARTICLE III- MEMBERSHIP

Section 1. Persons eligible for membership in the District IV of the California Park and Recreational Society, Inc., must be members in good standing with the California Park and Recreation Society, Inc.

Section 2. Active members shall include the classifications of Administrator, Supervisor, Operational, Student, Active-Retiree and Lifetime.

Section 3. Non-active members shall include the classifications of sustaining, Department /Commissions, College/University, Out of State, Associate, Lay Affiliate Member, Lay Affiliate Chapter and Honorary Members.

(Reference should be made to the Articles of Incorporation and Bylaws of the California Park and Recreation Society, Inc., for descriptions and regulations covering each classification of membership.)

Section 4. Persons eligible for active membership must be employed, reside or be enrolled in a recreation/park curriculum or related field in a junior college, college or university within the geographical limits of the Fourth District.

Section 5. Only active members of the California Park and Recreation Society, Inc., holding membership in District Four are eligible to vote.

Section 6. Non-voting members are eligible to participate on District Committees, but are not to represent more than 40 percent of the total committee.

Section 7. Dues shall be as set forth in the Bylaws of the California Park and Recreation Society, Inc., and shall be collected by said Society.

ARTICLE IV- OFFICERS

Section 1. The officers of District IV shall be President, President Elect, Vice-President of Correspondence, Vice-President of Finance and one Representative from each section sanctioned by the State Society. Each of these officers is allowed one vote in board matters.

Section 2. Only active members shall be eligible to hold elected office. No one shall be eligible for the office of President Elect who has not been a member in good standing for at least two (2) years in District Four.

Section 3. The term of office shall be (1) year with the exception of the Section Representatives who shall serve a term of two (2) years.

Section 4. The duties of the President shall be:

- a. Preside at all meetings of the Board of Directors and General Membership.
- b. Prepare the agenda for Board of Directors and business meetings of the District.
- c. Represent the membership at the District level.
- d. Appoint all committee chairpersons as stated by the Bylaws.
- e. Have the power to appoint special committees as deemed necessary by the Board of Directors.
- f. Serve as an ex-officio member of all committees except nominating.
- g. Submit annual District Budget for Board of Directors approval.
- h. Submit annual report to the General Membership.
- i. Be one of the two signatures required on all bank checks.
- j. Represent the District at State Board or Region II Meetings as needed
- k. Appoint an Auditing Committee from members within the district.

Section 5. The duties of the President Elect shall be:

- a. Assume the duties of the President in his/her absence.
- b. Assume any other duties as directed by the President.
- c. Represent the District at State Board or North Region meetings if the District Director and President are unable to attend.
- d. Serve as chairperson of the Nomination Committee.
- e. Be one of the two signatures required on all bank checks, in the absence of the President.
- f. In case of death or resignation of the President, the President Elect shall assume the office of President for the un-expired term and a new President Elect shall be elected immediately. The people filling the unexpired term, of less than six (6) months, would also serve their own term as President after filling the

unexpected term. If the unexpired term were for six (6) months or more, they would relinquish their seat as President at the end of the term.

Section 6. The duties of the Vice President of Correspondence shall be:

- a. Record the minutes of all Board of Directors and business meetings of the district.
- b. Maintain all records and letters of value, to be transferred to his/her successor.
- c. Write all correspondence of the District as directed by the President.
- d. Notify members of Board of Directors meetings.
- e. Be one of the two signatures required on all bank checks, in the absence of the President

Section 7. The duties of the Vice President of Finance shall be:

- a. Collect and hold all monies belonging to the District and shall deposit same in a bank selected by the Board of Directors.
- b. Disburse funds only upon original bills that have been approved by the Board of Directors.
- c. Take written report of all monies, received or disbursed, at regular meetings of the Board of Directors and /or business meetings of the General Membership.
- d. Maintain a record of the balance of funds.
- e. Be one of the two signatures required on all checks.
- f. Release all books, statements and records for audit when requested.
- g. Make sure all records are audited before transferring to successor.
- g. Prepare and submit all required reports to State Society.

Section 8. The Duties of the Past President shall be:

- a. Leads, supports, offers advice and/or suggestions to the current Executive Board
- b. Assist the Nominating Committee in the recruitment of new board members.
- c. Support current President as needed.
- d. Shall be a non-voting member

Section 9. The duties of Section Representative shall be:

- a. Assume any duties as assigned by the President.
- b. Each section Representative will serve as chairperson of any institutes workshops, or clinics that are sponsored by District IV that are related to their particular section.
- c. The District Supervisors representative shall represent District IV on the State Supervisors Board.

Section 10. Each college within the District that offers a degree in Recreation or Park curriculum or related field shall be allowed a representative to serve as a member of the Board of Directors.

- a. Student Representatives shall have one (1) collective vote in Board matters, as do all other representatives.
- b. Student Representatives must be active members of District Four, shall represent a sanctioned student section chapter and shall be elected by the students enrolled as majors in the Recreation or Parks curriculum of their respective schools.

Section 11. The California Association of Recreation and Park Commissioners and Board Members (C.A.P.R.C.B.M.) shall be allowed a representative to serve as liaison representative to the Board of Directors for a one (1) year term.

- a. The C.A.P.R.C.B.M. Representative will or has a vote on the Board of Directors.

Section 12. Vacancies in office shall be filled for the un-expired term by appointment of the Board of Directors except as provided in Article IV, Section 5F.

ARTICLE V- BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of an Executive Board and a Full Board. The Executive Board shall be comprised of all elected officers (President, President-Elect, Vice-President, Correspondence, Vice-President Finance and Section Representatives) and specific appointed committee chairs (Ways and Means, Publications, aging Services Representative). The Full Board shall be comprised of the Executive Board plus all other appointed committee chairs. Only Executive Board positions shall have a vote on the Board of Directors.
- Section 2. Each Executive Board member shall have one vote, with the following exceptions:
- a. Student representatives shall have a single merged vote.
 - b. For committees with co-chairs, these co-chairs shall have a single merged vote.
- Section 3. The Board of Directors shall carry out the management and official business of the District between General Meetings, and shall establish policies in accordance with the California Park and Recreational Society, Inc.
- Section 4. The Board shall determine the meeting time and place of all District meetings.
- Section 5. The board may make recommendations to the membership regarding proposed amendments of the Bylaws.
- Section 6. The Board shall have the power to fill vacancies in elected office, with the exception of President Elect, C.A.P.R.C.B.B. and Student Representatives.
- Section 7. The Board shall meet at the call of the President, or upon request of a majority of the Board of Directors. A quorum of the Board shall be 50% plus one of the voting Executive Board.
- Section 8. At the request of the President, a vote of the Board of Directors may be taken by mail or by phone and such vote shall be ratified at the next meeting of the Board of Directors.
- Section 9. Executive Board members shall attend monthly scheduled board meetings; and may not miss more than three (3) meetings per year of office.

ARTICLE VI- MEETINGS

- Section 1. The Annual Meeting of District IV of the California Park and Recreation Society, Inc., shall be at the time and place to be determined by the Board of Directors (April 1997).
- Section 2. General Meetings shall be held as deemed necessary by the President and Board of Directors, at the time and place determined by the Board of Directors.
- Section 3. The President or the Board of Directors may call special meetings of the General Membership at any time.
- Section 4. Calendar year April 1 – March 31 (April 1997)

ARTICLE VII- COMMITTEES

- Section 1. The standing committees shall be Membership, Publications, Ways and Means, Scholarships, Awards and Citations, Nominations, Internal affairs and Bylaws, Legislative, and Youth and Teen Recreation Services. The President may appoint additional committees.
- Section 2. All chairpersons of committees shall be appointed by the President except where specified otherwise in these Bylaws.
- Section 3. The term of office for all committees' chairpersons shall be one (1) year, concurrent with the term of elected officers, except Membership and Way and Means, which shall serve two-year terms.
- Section 4. All committee chairpersons shall prepare an evaluation and annual report for the Board of Directors and shall turn over all reports and materials to their successor.
- Section 5. No member may hold more than one chairpersonship, but a member may be a chairperson of one committee and a member of another.
- Section 6. The duties of the committees shall include the following items.
- a. The Awards and Citations Committee shall be chaired by an appointed chairperson who prepares announcements regarding the awards and citations for dissemination within the District; evaluates all applicants; recommends recipients to the Board of Directors for their approval; prepares actual awards for presentation; orders President's plaque.

- b. The Scholarships Committee shall be chaired by an appointed chairperson who prepares announcements regarding application for Grants-In-Aid for dissemination to schools throughout District IV; evaluates all applications; selects interview board to interview all qualified applicants; conducts interviews and makes selection of winners; recommends recipients to the Board of Directors for their approval; prepares actual awards for presentation; presents awards at annual Installation/Awards Banquet.
- b. The Internal Affairs and Bylaws Committee shall be chaired by an elected representative who handles internal affairs as assigned by the President; serves as chairperson of any committee to amend or revise the Bylaws of the District.
- c. The Membership Committee shall be chaired by an appointed person who will stimulate interest in the California Park and Recreation Society Inc., through the District, and solicit new members; is responsible for obtaining and maintaining an up-to-date membership list from the District Director, and publishing the Annual District IV Directory.
- d. The Nominating Committee shall be chaired by the President Elect and consists of one active member from each section sanctioned by the State Society; the committee shall assume those duties as outlined in the Bylaws, Article VIII, and Elections.
- e. The Publications Committee shall be chaired by an appointed person who serves as editor of the District News; provides a minimum of issues of the District IV newsletter; secures advertisers for said publication and provides information to the Vice President Finance for billings; assists editor of the "California Park and Recreation Magazine" by forwarding news articles and pictures of special events within the District; chair is responsible for the publications or designated appointee shall serve as liaison to the State Public Information Officer.
- f. The Ways and Means Committee shall be chaired by two (2) appointed persons with overlapping two (2) year terms. They will conduct fundraising events for the District; assume duties as assigned by President.
- g. The Youth and Teen Recreation Service chairperson shall be selected by the YTRS Board and appointed by the District IV President. This chairperson shall represent the interests of YTRS on the District IV Board of Directors.

- h. Outreach Committee shall be chaired by an appointed person who will work on involving students and young professionals through mentorship programs; visit Colleges and Universities to stimulate involvement in CPRS
- f. The Legislative Committee shall be chaired by an appointed person to informed the membership of pending legislation

ARTICLE VIII- ELECTIONS

- Section 1. The Nominations Committee shall consist of the President Elect as chairperson and one active member from each section sanctioned by the State Society.
- Section 2. The following are the names of the officers and the respective terms:
 - a. President Elect, two years.
 - b. Section Representatives, two years.
 - c. Vice President Correspondence, one year,
 - d. Vice President Finance, one year (April 1997).
 - e. The two-year terms of Section Representatives shall alternate. One half of the Section Representatives shall be elected in odd numbered years (Administrators, Therapeutic, Aquatics) and one half in even numbered years (Aging, Supervisors, Park Operations) (April 1997).
- Section 3. Officers are elected by the District IV membership at large except Section Representatives. Electors may vote in only one Section Representative category.
- Section 4. The Nomination Committee shall notify the District membership in November of the election and invite suggestions for the nomination for elected officers. The committee may suggest nominees for any elected office. More than one person may be nominated for any office (April 1997).
 - a. No person may be nominated for more than one office.
 - c. All candidates shall submit a resume of qualifications to the Nomination Chairperson.
- Section 5. Nominations shall be open to the membership for a minimum of four weeks.

- Section 6. The Nominations Chairperson/President Elect shall prepare the official ballot together with the candidate's qualifications, and shall mail same ballots to all active members by January 15th. (April 1997)
- Section 7. Ballots must be returned postmarked by a designated date. This date shall not be less than two weeks after ballots are mailed to the membership.
- Section 8. The President Elect will report the results of the elections to the Board of Directors no later than March Board meeting.
- a. The person receiving the highest number of votes for each office shall be declared elected. In case of a tie, the Board of Directors prior to, or during, the annual meeting will schedule a run-off election.
- Section 9. Newly elected officers shall assume their duties immediately following adjournment of the Installation meeting, and shall serve until their successors are elected and duly installed (April 1997).
- Section 10. No member shall hold office for more than two consecutive terms: Six (6) months or more shall be considered a term of office in determining eligibility for re-election.

ARTICLE IX- PARLIAMENTARY AUTHORITY

- Section 1. The parliamentary authority for the District shall be "Roberts Rules of Order" as long as they are not inconsistent with these Bylaws or the Bylaws of the California Park and Recreation Society Inc.

ARTICLE X- QUORUM

- Section 1. A quorum of the Board of Directors meeting shall be 50% of the Board of Directors plus one of the voting Executive Board.
- Section 2. A quorum of the General Membership meetings shall be those present providing written notice of the meeting has been given ten (10) days in advance of the meetings.

ARTICLE XI- AMENDMENTS

- Section 1. These Bylaws may be revised or amended by a two-thirds vote of those active members voting.
- a. This vote may be taken at any meeting of the District providing that members have been notified in writing of an amendment or revision at least ten (10) days prior to the date of the meeting.

- b. This vote may be taken by mail provided at least three weeks time shall be allowed between the date of mailing to members, and the date of the deadline for voters to be received.

- d. Any charges made in the California Park and Recreation Society, Inc., Bylaws that apply to Districts shall automatically require the change of these Bylaws. At no time shall the Bylaws of the District be in conflict with those of the parent organization.