

**KANSAS RECREATION AND PARK ASSOCIATION
(KRPA)
BY-LAWS**

ARTICLE I. Name, Purpose, Classification

- 1.01 Name.** This organization shall be known as the Kansas Recreation and Park Association or KRPA.
- 1.02 Affiliation.** The Association may affiliate with other organizations upon approval of the board of directors.
- 1.03 Purpose.** The purpose of this organization is to (1) unite individuals and organizations within Kansas sharing a common interest in recreation, parks and conservation; (2) to foster and maintain high standards of professional qualifications, ethics and training of the members; (3) to stimulate and promote interest in recreation, parks and conservation and in the preservation and development of recreational resources in Kansas; (4) to disseminate information affecting recreation, parks and community services in Kansas, and to engage in state and federal advocacy efforts that support and enhance parks and recreation.
- 1.04 IRS Classification.** KRPA is a 501 (c) (6) non-profit association. It is not tax exempt from state sales tax, but is exempt from state and federal income tax. Charitable donations to KRPA are not tax deductible.
- 1.05 Fiscal Year.** Sept. 1 – Aug. 31.

ARTICLE II. Membership

- 2.01 Categories.** Membership categories in the Association are defined as follows:
- A. Professional:** Shall be those individuals whose primary occupation is administrative, management, supervisory or specialist in nature in an agency whose function is recreation, park conservation or leisure service; and persons employed as an educator of recreation, park and/or leisure students in universities or colleges; or in some other organization and having similar responsibilities. They shall have all the privileges of membership including the privilege to vote and to hold office.
- B. Associate:** Shall be individuals employed part-time in a recreation, park conservation, leisure service or related agency or non-professional employees affiliated with such an agency; or individuals who are associated with such organizations and do not represent any company, firm or organization selling products or services to agencies represented. Interested laypersons and former Board, Commission, Council or Committee members may be included in this category. Members in this category will not be eligible to vote, hold office or chair committees. They may participate in a specific branch in accordance with the guidelines of the branch.

C. Students: Shall be those individuals enrolled on full-time, undergraduate or graduate basis majoring in recreation, parks conservation or related field at an accredited university, college or community college. Members in this category may serve on committees and be eligible to hold office at the branch level but shall not hold voting privileges. Members in this category may also attend the state conference free of charge.

D. Agency: Shall be as many employees as the director chooses and all those individuals representing Advisory Citizen Boards or Commissions. All employees under an agency membership will be listed under Professional membership category. *Board* members and park and recreation professionals under an agency membership shall be entitled to all privileges of membership, including voting in elections.

E. Commercial. Shall be individuals, organizations, companies or business firms selling products or services to recreation, park conservation and leisure service agencies. Members in this category shall be entitled to all privileges of membership including the privilege to vote (one vote per agency) and hold office. Anyone who qualifies for Commercial Membership is not entitled to hold membership in any other category.

F. Retired Professional. Shall be any professional member in good standing and currently retired having reached the age of 55. Members in this category shall be entitled to all the privileges of membership including the privilege to vote and to hold office of the Association if they have been an active member in KRPA for five years immediately prior to retirement.

G. Honorary Lifetime. Shall be those individuals elected to the Hall of Fame or previously designated as Honorary Life Time Member status. Life Time members shall be exempt from annual dues. Members in this category shall be entitled to all the privileges of membership including the privilege to vote and to hold office of the Association.

2.02 Voting and Non-Voting Members. Members in the Association shall be either voting or non-voting.

2.03 Qualifications for Voting Membership. Voting members may belong to one primary category in which the individual must meet the established category membership criteria as set forth in 2.01.

2.04 Categories of Voting Membership.

2.04.1 Professional. Individual employed full time in the park and recreation and community services profession.

2.04.2 Commercial. Voting rights shall be given to one designated representative per agency.

2.04.3 Citizen Board. Voting rights are extended to all agency citizen board members who hold membership in KRPA.

2.04.4 Retired. A Professional member who was active in KRPA for five years immediately prior to retirement.

2.04.5 Honorary Lifetime (Hall of Fame). Individual who has been awarded honorary lifetime membership in Association by virtue of selection to the KRPA Hall of Fame.

2.04.6 Agency. Voting rights shall be given to all designated professionals representing each agency and those board members active on the agency board.

A. If the agency member does not have a full or part-time staff member, the agency may designate one board member as its staff representative.

2.05 Categories of Non-voting Membership.

2.05.1 Associate.

A. Part Time Professional. Individual working less than 30 hours a week in the park and recreation and community services profession.

B. Special Interest. Individual interested in advancing the goals of KRPA, but who is not currently employed in the field of recreation, parks or community services.

2.05.2 Students. Student members may participate in branch or committee activities, but are not eligible to vote for officers.

2.06 Revoked Membership Procedure. All memberships may be revoked by two thirds majority vote of the Board of Directors for reasons deemed unbecoming to the Association. This action shall take place only after the individual member has had the opportunity to be heard on the issue by the Board of Directors.

ARTICLE III. Dues

3.01 Dues Procedure. The annual dues will be payable on or before November 1st. The State Office shall bill each member or agency for dues. Those not paying dues within thirty (30) days of November 1st shall not be in good standing, but will be reinstated in good standing upon payment of same.

3.02 Dues Oversight. The Board of Directors shall determine the membership dues of the Association.

ARTICLE IV. Board of Directors

4.01 Board of Directors. The KRPA Board of Directors is the governing body of the Association and has the authority and is responsible for the supervision, control, and direction of the Association. The Board may delegate the management of the affairs of the Association to any person or group, including a committee, provided the Board shall retain the responsibility for the actions of such person or group and further provided that the Board shall in all cases be responsible for the ultimate direction of the Association.

The Board of Directors, in accordance with the Articles of Incorporation and Bylaws and such resolutions as adopted from time to time, shall have the power and obligation to:

- a. Authorize all expenditures and regulate the finances of the Association.
- b. Make decisions of any affairs of the Association provided such decisions are not in conflict with the Association Bylaws.
- c. Approve the location, day and time of the Annual Conference and Trade Show.
- d. Authorize the employment and determine the compensation of such persons as it considers necessary to carry out the purposes and policies of the Association.
- e. Survey the membership on a regular basis to seek feedback that the Association is meeting the needs and fulfilling its obligations to the membership.
- f. Annually review the Vision and Mission Statements to determine if they are reflective of the current needs of the Association.

4.02 Composition of the Board of Directors. The officers of the board of directors (9 positions) shall include the President, President-Elect, Past-President, three geographical Member-At-Large representatives from the West, Central and East and three statewide at large members. The standing committee chairs representing Awards, Citizen Board, Conference Planning, Professional Development, Public Policy are not voting members of the board. Also serving on the board as ex-officio, non voting members are a representative of the Kansas Department of Wildlife and Parks and Tourism and a representative of Colleges and Universities. The board has the authority to add special committee chairs who will serve as ex-officio, non-voting members. The Association Executive Director shall be an ex-officio member of the Board of Directors and Executive Committee. The Executive Director may participate in discussions but shall not be entitled to vote. (revised, 12/09, 8/11, 5/17)

4.03 Terms of Office. The terms of office shall be one year for the offices of President, President-Elect, Past-President. The Regional Representatives (3 positions) shall serve two-year terms. The Statewide Representatives (3 positions) shall serve 3 year terms. The President shall appoint standing committee chairs. After one year of serving in their respective offices, the President-Elect shall progress to the office of President and the President to the Past President. No individual shall be elected to serve more than two consecutive terms for the same office. This policy shall not prohibit anyone from fulfilling the remainder of an unexpired term and being elected for two additional full terms. This policy shall apply to elected positions only and shall not prevent anyone from serving multiple terms in an appointed position.

4.04 Officers' Obligation to Attend Meetings. It shall be the obligation of the officers to attend all meetings of the Board of Directors. There will be one vote per officer at the Board of Directors meetings. Members of the Board may resign at any time by giving

appropriate notification to the President or at any official meeting. Members missing two consecutive regularly scheduled meetings may be asked for their resignation by the Board of Directors.

- 4.05 Meetings.** Regular meetings of the Board of Directors and Executive Committee shall be at the call of the president or upon the request of twenty-five percent of the members of the respective board. Regular meetings of the Board of Directors shall normally be bimonthly and not less than four times per calendar year at the hour and the place designated in the notice. The Executive Committee shall schedule meetings as needed and meet when deemed necessary at the hour and place designated in the notice. Special meetings of the Board of Directors or Executive Committee may be called at any time by the President or by 25% of the members of the respective Board. The annual meeting of the full Association shall be considered the Opening General Session of the annual KRPA Conference and Trade Show.
- 4.06 Meeting by Conference Telephone.** Members of the Board may participate in a meeting through use of conference telephone or other electronic technology as long as each member participating in the meeting can communicate with all of the other members concurrently.
- 4.07 Board Vacancies.** The President shall appoint replacements for all vacancies on the Executive Committee, Board of Directors and Midwest Regional Council, subject to approval by the Board of Directors. If for any reason the President is unable to complete his/her term, the President-Elect shall succeed to the Presidency and serve for the balance of the vacated term. In the event the President-Elect succeeds the Presidency, the Past-President shall fulfill the responsibilities of the President-Elect until the next annual election. If the President-Elect resigns or is unable to fulfill his/her term, a special election shall be conducted under the conditions outlined in Article IV.
- 4.08 Board Fiduciary Responsibilities.** Accepts the trusteeship of the Association assets and assumes responsibility for decisions related to those assets. The board approves investment guidelines, annual operating budget, fees (membership) and expenditures for new projects or programs.
- 4.9 Legal Obligation.** The Board and its individual members are considered agents of the Association and are liable for its actions.
- 4.10 Executive Director.** The Board of Directors shall employ an Executive Director who has the authority to manage the Association on a day-to-day basis. The Executive Director has the sole authority to hire, direct, discipline, and terminate Association personnel.
- 4.11 Election of Officers.** Election of officers shall be by vote of the qualified members of the Association and in accordance with procedures set forth in these Bylaws
- 4.12 The Annual Meeting.** Shall be considered the opening general session of the annual conference and trade show. Special meetings of the membership may be called by the President or upon written petition of twenty-five percent of the membership.

4.13 Quorum. A majority (51%) of the voting members of the Board of Directors or Executive Committee shall at all times constitute a quorum. A Quorum of Board of Directors or Executive Committee members must be present to constitute and official meeting of the Association. A Quorum for a General Membership Meeting shall be those members present.

4.14 Elected Officer/Vacancy. In the event an elected officer of the Association leaves the Recreation/Park profession prior to completion of his/her term of office, that such office be automatically vacated at the time of leaving, unless the Board of Directors by majority vote agrees to allow such elected officer to complete his/her term of office. When there is provision for a replacement that replacement takes place immediately, and where there is no provision for replacement that it be made at a special called meeting of the Board of Directors.

ARTICLE V. Nominations and Elections

5.01 Responsibility for Nominations. The Nominations and Elections Committee shall be chaired by the immediate Past-President. Other members of the committee shall consist of representatives of each Branch of the Association.

5.02 Ballot. The Nominations and Elections Committee chair shall prepare and submit a slate of nominees/candidates for all elected positions to the Executive Director prior to the Annual Meeting. No person shall be nominated by the Committee without first obtaining consent to do so.

5.03 Voting Process. Elections shall be conducted by ballot (paper or electronic) prior to the Annual Meeting.

5.04 Eligibility and Vote Count. The Nominations Committee/Executive Director shall verify the eligibility of ballots received based upon the deadline set and by the list of eligible voters as provided by the office of the executive director; count and tabulate the vote; and have the Committee chair present a report to the Board of Directors at the first opportunity prior to the Annual Meeting. The Board of Directors must approve the slate of officers before it becomes official and is announced to the membership.

5.05 Qualifications of Candidates. Candidates for the following positions must meet the minimum qualifications as set forth in the bylaws:

5.05.1 President-Elect. Must be a current voting member and currently work in a permanent position in the profession immediately prior to nomination. Shall require a minimum of one year of service on the KRPA Board of Directors as a Regional Representative (Member at Large), Standing Committee Chair or Branch Chair. Must be available to serve for three years as an officer of the Association, one year in each of the following positions: President-Elect, President and Past-President.

5.05.2 Regional Member at Large. Must be a current voting member and currently work in a permanent position in the profession immediately prior to nomination. Shall require a

minimum of one-year as a voting member of KRPA and maintaining a recreation and/or parks position within the boundaries of the region being served.

5.05.3 Member at Large. Must be a current voting member and currently work in a permanent position in the profession immediately prior to nomination. Shall require a minimum of one-year as a voting member of KRPA and maintaining a recreation and/or parks position.

ARTICLE VI. Executive Director

6.01 Employment Authority. The Board of Directors shall have the authority to employ an Executive Director and authorize the employment of such other employees as may be needed to carry out the purpose of the Association.

6.02 Responsibility. The Executive Director shall be the chief executive officer of the Association and perform such duties as are usual for the principal executive and administrator in associations. They shall include the administrative responsibility and authority to develop, direct and carry into execution a program which will achieve the stated objectives of the Association in accordance with the policies developed and approved by the Board of directors.

6.03 Terms. The Executive Committee of the Kansas Recreation and Park Association shall have the authority, acting on behalf of the Board of Directors, to negotiate, fire and set the compensation and benefits for the Executive Director. Terms of employment of the Executive Director will be detailed in the annual employment contract.

ARTICLE VII. Organization

7.01 Branches. Branches of the Association shall be as follows; Recreation, Park and Natural Resources, Kansas Park Law Enforcement, Sports, Administration, Wellness and Aquatics.

7.01.1 Additional Branches. May be approved by the Board of Directors based upon the following criteria; (1) The prospective branch must have a minimum of 25 members who share a common interest and request membership in the branch as a primary or secondary choice. (2) Guidelines are written and are consistent with the interests of the Association. (3) Interested members in good standing, must submit the Branch guidelines along with written justification to the Board of Directors for their approval.

7.01.2 Branch Governance. All branches shall be governed by and operate under guidelines provided and maintained in the Board of Directors *Manual of Procedures*.

7.01.3 Dissolution of a Branch. Can occur by the majority vote of the Board of Directors at a regularly scheduled meeting or a special meeting. Criteria for dissolution of a branch can be, but is not limited to, the following: (1) failure to maintain the

minimum membership requirements for three consecutive years, (2) failure to meet specified budgetary goals for three consecutive years, (3) failure to adequately address the ongoing educational needs of its membership for three consecutive years. Notice of the Board's intent to consider dissolution of any branch shall be published in the official association newsletter and, when possible, sent in writing to the current branch chair or other active branch board member, prior to the Board of Directors meeting, so that the branch may have representation at the board meeting.

7.01.4 Branch Membership. Shall consist of KRPA members who have made the appropriate designation through their Association membership.

7.01.5 Branch Boards. Branch boards are elected for one-year terms, except chair and chair-elect who serve two years, and include representation from each of the designated Association regions. Branch officers shall be Chair, Chair-Elect, Secretary, five Members at Large (including State) and shall be elected by Branch members. The Branch Chair shall appoint replacements for all vacancies on the Branch Board, subject to ratification by the Branch Board.

7.02 Committees. The following standing committees are hereby provided for: Awards, Public Policy, Professional Development, Conference, and Citizen Board.

7.02.1 Committee Chairperson. The President shall appoint the Chairperson of all committees to serve a term of one (1) year or until a successor has been appointed and installed. The Chairperson shall be a member of the Association. Additional committee members shall be appointed by the Chairperson to serve one-year terms.

7.02.2 Special Committees. May be appointed and dissolved by the President as deemed necessary in the interests of the Association. Chairpersons of Special Committees may serve as ex-officio members of the Board of Directors.

7.03 Regions. There shall be three Regions with the Association which will be represented on Board of Directors by a Regional Representatives. The number of Regions and boundaries may be changed upon request of a Region by a majority vote of voting members of the Region involved. Final approval is subject to ratification by the Board of Directors. The regions will be the West, Central and East. See diagram for region boundaries.

7.04 Scholarship Association. The function of the Scholarship Association is to administer a scholarship program. The Executive Committee of the Kansas Recreation and Park Association shall comprise the Scholarship Association Board of Directors. The Scholarship Association shall operate under By-Laws as determined by its Board of Directors.

7.05 Regional Council. KRPA representatives on the Midwest Regional Council shall include the Past President, the President, the President-elect, and three at-large representatives nominated by the President and approved by the KRPA Board of Directors. All Representatives must be members of the National Recreation and Park Association (NRPA), the Kansas Recreation and Park Association and must meet the Midwest Regional Council qualifications. If any of the Representatives fail to qualify, the

KRPA Board of Directors will fill the vacancy. Regional Council Representatives shall represent the Association at all regional and NRPA meetings as directed by the Board of Directors.

7.06.1 Terms. Representatives shall serve a three-year term to commence upon installation as President-elect of KRPA or upon recommendation of the President and appointment by the Board of Directors of KRPA no later than the first regularly scheduled meeting following the installation of officers.

ARTICLE VIII. Amendments

8.01 Amendment. These By-laws may be amended by a majority vote of the eligible voting members. Ballots that call for an amendment may be distributed to the entire membership (paper or electronic) using the guidelines established in Article IV or may be conducted at the Annual Meeting provided a majority of the Association members present desires to consider a change.

ARTICLE IX. Parliamentary Authority

9.01 Parliamentary Authority. The current edition of *Sturgis, The Standard Code of Parliamentary Procedure*, governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.

ARTICLE X. Policies and Procedures

10.01 Policies & Procedures. The Board of Directors may adopt, by majority vote of the Board, polices which govern the Association.

ARTICLE XI. Mailing List Policy

11.01 Mailing List. KRPA will not give away, sell, or in anyway share, its mailing list in an electronic format with anyone, including members of KRPA. Any mass electronic mailing to members will be done after approval by the Executive Director, acting for the Board of Directors. KRPA will provide mailing labels to members and non-members at a cost to be determined by the Executive Director, if the intended use of the labels is in keeping with the mission of the association.

Approved by the KRPA Board of Directors (November 6, 2008)

Approved by KRPA Members (December, 2008)

Revisions: dv/bs (December, 2009)

Revisions: KRPA board of directors (2017)

