

BYLAWS CALIFORNIA PARK AND RECREATION SOCIETY DISTRICT ONE

ARTICLE I – NAME

This organization shall be known as the first District of the California Park and Recreation Society, Inc. The District 1 Bylaws shall conform at all times with the provisions of the Articles of incorporation and Bylaws of the Society. Said District shall be composed of the following counties: Del Norte, Humboldt, Napa, Mendocino, Lake, Marin, Sonoma, Solano and Trinity.

ARTICLE II – OBJECTIVES

- Section 1 To organize all levels of park and recreation personnel for the purpose of promoting, broadening and improving recreational and park services.
- Section 2 To foster programs of education and in service training for professional park and recreation workers.
- Section 3 To promote and sponsor new legislation and additions and betterments to existing legislation affecting all the fields of park and recreation.
- Section 4 To stimulate state-wide 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 park and recreation services on a 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 lands and water areas.
- Section 8 To assist in the dissemination of information affecting the field of parks and recreation.
- Section 9 To stimulate closer cooperation and coordination between the various agencies engaged in park, recreation and related services.
- Section 10 To be aware of changing conditions and be prepared to meet them as they arise.

ARTICLE III – MEMBERSHIP

- Section 1 Persons eligible for membership in the First District of the California Park and Recreation Society, Inc.
- Section 2 Section Membership: Persons eligible for section membership in the First District of the California Park and Recreation Society, Incorporated. Must be a member in good standing with section recognized by the California Park and Recreation Society, Inc.
- Section 3 Only active members of the California Park and Recreation Society Inc., holding membership in District 1 shall be able to vote or hold office.

ARTICLE IV – OFFICERS

- Section 1 There shall be the following officers for the First District of the California Park and Recreation Society, Inc.; President, Vice-President, Secretary, Treasure, District Director, Immediate Past President, and five (5) board members at large, three (3) of whom shall be elected and two (2) appointed by the incoming President with the approval of the Executive Board.
- Section 2 Candidates for office must have a classification of “Active Member” and be in good standing. No person shall be nominated by the Committee without first securing his or her consent.
- Section 3 The term of office for all officers shall be one (1) year with the exception of the District Director who shall be elected every odd numbered year for a two-year term.
- Section 4 A system of automatic advancement in the office of Vice-President shall be put into operation whereby the Vice-President shall automatically become President.
- Section 5 Duties of Officers:
A. President
1. Service on the District Executive Board
 2. Presides at meeting of the Executive Board and of the District.
 3. Prepares the agendas for Executive Board meetings and business meetings for the District.
 4. Represents the membership at the District level.
 5. Serves ex-officio on all District committees, except the Nomination Committee.
 6. Submits the Annual Report to District members.

7. Is responsible to the Executive Board for the action of all officers and committees.
 8. Appoints committees as outlined under Article VII Section 5.
- B. Vice President (President – Elect)
1. Serves on the District Executive Board.
 2. Presides and serves in absence of the President.
 3. Serves as chair of the District Program Committee.
 4. Appoints Section Representatives.
- C. Secretary
1. Serves on the District Executive Board.
 2. Keeps official minutes of business of the Executive Board and the District.
 3. Notifies members of Executive Board meetings.
 4. Carries on official correspondence for the District and Executive Board.
 5. Performs other usual duties of a Secretary.
 6. Serves as chair of the membership committee and mails all new members the official membership packet.
 7. Maintains a current District membership list.
- D. Treasurer
1. Receives and disburses all District funds.
 2. Makes monthly financial reports to the Executive Board and District membership.
 3. Performs other usual duties of a Treasurer
 4. Prepares and submits yearly audit to board of Directors and State office.
- E. District Director
1. Is a member of and attends meetings of the Board of Directors of the California Park and Recreation Society representing the District at such meetings.
 2. Keeps informed on the needs and opinions of District membership and interprets these to the State Board.
 3. Reports Society proceedings to the District Executive Board and the District membership.
 4. Serves on the District Executive Board.
- F. Immediate Past President
1. Serves on the District Executive Board for a one-year term.
 2. Serves as chair of the District Nominating Committee.
 3. Serves as chair of the District Screening Committee for professional awards.
 4. Reviews Bylaws annually for any necessary updating.

- G. Board Members at Large
 - 1. Serve on the District Executive Board.
 - 2. Serve as a reception committee at District meetings.

ARTICLE V – BOARD OF DIRECTORS

Section 1 The Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, District Director, Immediate Past President and five (5) Board Members at large and section representatives.

Section 2 If a member of the Board of Directors or Section Representative is unable to attend a board meeting, they must notify the President in advance. Should a member of the Board of Directors or Section Representative be absent more than three (3) board meetings annually, with or without notification, the office may be declared vacant by the Board of Directors.

Section 3 When an office has been declared vacant by the Board of Directors, the board may appoint to fill said vacancy with the exception of President. The President-Elect shall move into the vacant office of President for the time remaining and then continue with a full term of office.

Section 4 When the office of President-Elect or Past President becomes vacant, the Board may appoint to fill said vacancy with an appointment of a member at large to serve out the remainder of the year and assume full responsibilities of said office. The office of President shall be filled at the next general election by a vote of general membership.

ARTICLE VI – MEETINGS

Section 1 Annual Meeting
A. The Annual Meeting of the First District of the California Park and Recreation Society shall be held at a time and place to be determined by the Executive Board.

Section 2 Board Meetings
A. In addition to the Annual Meeting, there shall be each year at least nine (9) Board meetings called by the President or upon the order of the Executive Board. These shall be held monthly, the time and place to be determined by the Executive Board.

Section 3 Executive Board
A. The Board shall consist of the President, Vice-President, Secretary, Treasurer, Immediate Past President, and District Director.
B. Meetings of the Executive Board shall be upon call of the President or upon request of any five (5) members of the Executive Board.

ARTICLE VII – COMMITTEES

Section 1 Nominating Committee: The Nominating Committee shall consist of the chair and three (3) members. The chair shall be the Immediate Past President and will be the only member from the Executive Board. The other members shall be appointed by the Immediate Past President with the approval of the Executive Board.

Section 2 Membership Committee: The Membership Committee shall consist of a chair who is the Secretary, with at least two (2) members chosen at large from the District by the Chair.

Section 3 Program Committee: The Program Committee shall consist of at least three (3) members, including the chair, who is the Vice-President. The Chair shall appoint the members of the committee.

Section 4 Other Committees: Additional committees may be appointed by the President, or the Executive Board, as deemed necessary.

Section 5 Duties

A. Nominating Committee

1. Provides a slate of candidates for offices and members of the Executive Board to be submitted in accordance with the procedure as set forth under Article III of the Bylaws- Nominating and Election Procedures.
2. Is responsible for the tabulation of all official ballots.

B. Membership Committee

1. Stimulates interest in the California Park and Recreation Society through the District and solicits new members.

C. Program Committee

1. Plans and presents programs for the District meetings.
2. Sends out notices through the Secretary for each District meeting.

ARTICLE VIII – ELECTIONS

Section 1 The Nominating Committee shall each year notify the entire membership of the district at least sixty (60) days before the Annual Meeting (Article IV, Section 1 – Bylaws) inviting suggestions for nominating for officers and members at large of the Executive Board.

Section 2 The Nominating Committee shall prepare a slate of officers and members of the Executive board to be elected as provided in these Bylaws, and mail same, signed by all members of the Committee, to the Secretary at least forty (40) days before the Annual Meeting. One or more nominees for

each office shall be listed. No person shall be nominated by the Committee without his or her consent.

Section 3 The Chair of the Nominating Committee shall prepare and mail to each member of the District entitled to vote, not later than thirty (30) days before the Annual Meeting, a ballot carrying the names of the candidates. There shall be left a blank line under the names for each office for an additional name to be written in by the voters. These ballots are to be marked by the qualified voters, and returned to the Chair of the Nominating Committee who shall announce the returns of the ballots at the Annual Meeting. A notation shall be made on the ballot that the ballot shall be returned to the Chair of the Nominating Committee by a specified date which shall not be later than ten (10) days prior to the Annual Meeting. The persons receiving the highest number of votes for each office shall be declared elected.

Section 4 In case of a tie between two (2) or more candidates for one office, the current Board of Directors will decide the winner by secret ballot.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1 The parliamentary authority for this District shall be “Roberts Rules of Order.”

ARTICLE X – QUORUM

Section 1 A quorum for the Board of directors shall include at least one more than half the total number of members of the Board of Directors.

Section 2 If the membership has give ten (10) days notice of a General or Special Meeting in writing, those present shall constitute a quorum.

ARTICLE XI – AMENDMEMENTS

Section 1 These bylaws may be amended by a two thirds (2/3) vote of the members of the Board of Directors present at a meeting of the Board, providing that written notice of proposed amendments, stating existing and proposed portions be given the membership not less than sixty (60) days in advance and provided further that proposed amendments shall not be adopted by the Board if individual written protests are received from ten percent of more active members entitles to vote during the sixty (60) day notice period.

If the Board of Directors deems it prudent, it may present Bylaw Amendments directly to the active membership for a vote rather than wait

the established protest period. Simple majority of votes returned will determine the action to be taken by the Board of Directors.

Section 2

In the event of protest of proposed amendments by the specified number of qualified voters of the District, the Board of Directors shall call for a vote by qualified voters on the proposed amendments and a majority vote shall be necessary to enact proposed amendments. The Board of Directors must ratify results of the vote.

Section 3

All letters of protest concerning proposed amendments must be addressed to the current District 1 Past President. The Past President will be responsible to receive, record and report to the Board of Directors the tabulations of the received protests. The Past President will be responsible for presenting a full report to the President and Board of directors for their consideration and action.

Section 4

The provisions of these Bylaws shall at no time be in conflict with the California Park and Recreation Society Bylaws, and any changes made by the State Society that affect this document shall automatically apply herein.