

New Mexico Recreation & Parks Association Constitution & By-Laws



New Mexico Parks & Recreation Association
(Amended - August 2016)

NEW MEXICO RECREATION AND PARK ASSOCIATION

CONSTITUTION

ARTICLE I. NAME

The name of this organization is the NEW MEXICO RECREATION AND PARK ASSOCIATION, also known as “NMRPA” or “Association” and hereinafter called Association.

ARTICLE II. AFFILIATION

The Association shall be an affiliate of the National Recreation and Park Association and this fact shall so be indicated on letterhead and all official publications.

ARTICLE III. PURPOSE

The principal purpose of this organization shall be:

“To preserve the past, affect the present, and influence the future of recreation and parks within the state of New Mexico.”

ARTICLE IV. MEMBERSHIP

Membership in this Association shall consist of any persons or group meeting the requirements as provided herein after or in the By-Laws. The supervision, control, and direction of this Association shall be vested in the Board of Directors.

ARTICLE V. DISSOLUTION

The Association shall use its funds only to accomplish the objectives and purposes specified in the By-Laws, and no part of said funds shall inure, or in any way be distributed to the members of the Association. On dissolution of the Association, any funds remaining shall be distributed to one or more qualified charitable, scientific, or philanthropic organization to be selected by the Board of Directors.

ARTICLE VI. AMENDMENTS.

Section 1. Amendments to this Constitution may be initiated by any voting member of the Association through submission to the NMRPA Board of Directors. Amendments shall be by a vote of the membership by ballot.

Section 2. The Board of Directors, upon two-thirds affirmative vote, shall submit an amendment or amendments for consideration of the adoption by the membership. Ratification of amendment or amendments requires approval of two-thirds of the voting members present at the annual meeting.

Section 3. The membership shall be informed of the amendment election results through their publications.

NEW MEXICO RECREATION AND PARK ASSOCIATION

BY-LAWS

ARTICLE I. REGISTERED OFFICE

Section 1. The Registered Office of the Association shall be: New Mexico Recreation and Park Association, P.O. Box 4060, Albuquerque, New Mexico 87196-4060 and NMRPA Website. The Association may also have offices at such other places in the state of New Mexico as the Board of Directors may designate from time to time.

Section 2. Present members of the Board of Directors and their terms, as well as Committee and Branches to be listed on the website.

ARTICLE II. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of 15 elected Members to include the President, President-Elect, Immediate Past President, Secretary, Treasurer, Treasurer-Elect, one (1) Educational Representative, six (6) Directors-at-Large and two (2) Citizen Members , all of whom shall be members as herein after specified in the by-laws.

Section 2. The Board of Directors shall have supervision, control, and direction of the affairs of the Association, shall actively execute its purposes, and shall determine its policies and changes herein. The board may adopt such rules and regulations for the conduct of business as shall be deemed advisable and establish committees as required to assist in the conduct and management of Association affairs.

Section 3. In order to qualify as an officer or director of the Association, a member must be in good standing in the Association. The positions of the President and President Elect of the Association, are required to be in good standing with the National Recreation and Park Association.

Section 4. MEETINGS: a minimum of four (4) regular meetings of the Board of Directors shall be held each year, one of which will be held in conjunction with the annual meeting. The President may, as deemed necessary, or the Board of Directors shall, at the request in writing of four (4) members of the board, issue a call for a special meeting of the board and only five (5) days notice shall be required for such special meeting.

The order of business shall be determined by the Board of Directors and the following business shall be transacted at all meetings of the Board:

- Roll Call of Officers
- Approval of Minutes of Previous Meetings
- Report of Officers and Committees
- Unfinished Business
- New Business
- Adjournment

Section 5. QUORUM/VOTING: Voting members of the Board of Directors will consist of President, President Elect, Immediate Past-President, Secretary, Treasurer, Treasure-Elect, Educational Representative, six (6) Regional Directors-at-Large, and two (2) Citizen Members. A simple (51%) of the Board of Directors shall constitute a quorum.

Section 6. PROXIES: Written and signed proxies are permitted for all voting members of the Board of Directors who cannot attend regularly scheduled meetings and shall be assigned according to procedures outlined in Section 5 (See Attachment A for Form). Members may cast only one vote for themselves and not more than one proxy vote held by him/her. Only Board of Director's Voting Members may vote or cast proxies for Board of Directors Meetings.

Section 7. ABSENCE: Any member of the Board of Directors absent from a meeting shall send a communication to the President stating the reason for his/her absence. In the event of two (2) unexcused absences on the part of any member of the Board of Directors, membership on the board may be declared vacant by simple majority vote of those present at a duly called meeting of the board.

Section 8. VACANCIES: The Board of Directors may fill any vacancies that may occur on the Board of Directors for the expired term.

Section 9. EXECUTIVE BOARD: For purposes of conducting business when a quorum may not be present of the Board of Directors, or at other times throughout the year when it is not feasible for the Board of Directors to meet, an Executive Board shall consist of the President, President-Elect, Past President, Secretary, and Treasurer. Any business conducted by the Executive Board is to be approved by a minimum of three (3) members of the Executive Board and summarized at the next regular scheduled Board of Directors Meeting.

Section 10. EX-OFFICIO BOARD MEMBERS: Ex-Officio members of the Board of Directors are Ad Hoc Committee Chairs, Committee Chairs, Branch Chairs, any paid Association staff, and other National Recreation and Park Association regional and national committee members not listed in Article II. Sub Section A. Ex-Officio members of the Board of Directors are non-voting members of the Board of Directors.

ARTICLE III. OFFICERS AND DUTIES

Section 1. The officers of the Association shall be President, President-Elect, Past President, Secretary, Treasurer, Treasurer-Elect, Educational Representative, six (6) Regional Directors-at-Large, and two (2) Citizen Members.

Section 2. Officers shall be elected by the membership as provided in Article IV, shall hold office for two years or until their successors are elected and qualified. The President shall be elected for a six (6)-year term, serving two (2) years as President-Elect, two (2) years as President, and two (2) years as Past-President. The Treasurer-Elect shall be elected for a four (4) year term, serving two (2) years as Treasurer-Elect and two (2) years as Treasure. If a vacancy occurs, the line of succession to the Presidency shall be President-Elect, Secretary, and Treasurer.

Section 3. During each even calendar year, three (3) Regional Directors-at-Large shall be elected for a two (2) year term, and during each odd calendar year, three (3) Regional Directors-at-Large shall be elected for two (2) year terms. All elected Association officers will automatically assume office at the annual meeting of the Association held according to their election.

Section 4. The NMRPA's annual meeting shall be held in conjunction with the annual conference.

Section 5. The duties of the officers shall be as common usage dictates or otherwise specified by the Board of Directors.

Section 6. The President of the Association shall act as presiding officer of the Board of Directors and of the Association. The President shall be responsible for all archived and association documents and said documents be handed off to the next succeeding president at the annual meeting.

Section 7. The President-Elect shall preside in the absence of the President and shall be responsible for the annual meeting at which he/she assumes the presidency.

Section 8. (Blank)

ARTICLE IV. NOMINATION AND ELECTION PROCEDURES

Section 1. At least ninety (90) calendar days before the annual meeting, a nominating committee shall notify the membership and post on the NMRPA website, that suggestions for the nominations of officers are invited.

Section 2. The nominating Chair and/or the President and Treasurer-Elect shall constitute the “Nominating Committee” and shall prepare a slate of candidates for the positions of President-Elect, Secretary, and Treasurer Elect on alternate years, and twice the number of Regional Directors-at-Large position vacancies. They shall prepare it at least forty (40) calendar days before the annual meeting. No person shall be placed on the ballot without his or her consent.

Section 3. Not less than thirty (30) calendar days before the annual meeting, the nominating committee shall mail via US Postal Service or electronic mail the following to each member, who is qualified to vote: a ballot carrying the names of candidates, listed in alphabetical order; a brief biographical sketch of the candidates; and an envelope marked with the word “Ballot” (if mailed via USPS), to be returned to the nominating committee. If deemed by the “Nominating Committee” to be an appropriate way to receive ballots from the NMRPA membership, the Board may authorize the sending and receiving of ballots electronically as long as all members have an equal opportunity to submit their vote.

Section 4. There shall be a blank line left under the names of the candidates for each office, to provide space for any alternate name to be written in by the voters. A notation on the ballot shall specify the date by which the ballot is to be returned to the Chairperson or the designated person of the “Nominating Committee”. This date shall be at least fifteen (15) calendar days prior to the annual meeting.

Section 5. It shall be the duty of the “Nominating Committee” to open/review the ballots and count the votes at least eight (8) calendar days prior to the annual meeting. If ballots are received electronically, then the “Nominating Committee” will review them at least eight calendar (8) days prior to the annual meeting to verify the votes received. The person receiving the highest number of votes for each office will be declared winner of the position. In the event of a tie vote, a run-off election will be held at the first general session of the annual meeting. This election shall be held by secret ballot with only those eligible voters present at that session allowed to vote. The “Nominating Committee” shall destroy all official ballots after the officers are installed. Ballots received after the voting deadline shall be destroyed unopened.

ARTICLE V. ASSOCIATION MEETING

Section 1. The annual meeting shall be held in conjunction with the annual conference.

Section 2. Ten (10) percent of the members in good standing shall constitute a quorum of the Association. A meeting of the membership shall be held coincident with the State Conference at which time the transaction of business which may properly come before the membership shall take place. At this time in open forum, any item of concern to the membership may be brought before the membership as a whole for consideration. A quorum for the Annual Meeting shall be those members present and in good standing with the association.

Section 3. Special meetings may be called by the President, or upon written petition of ten (10) percent of the voting membership.

Section 4. Robert's Rules of Order and common sense shall govern all parliamentary business not covered by the By-Laws of the Association.

ARTICLE VI. MEMBERSHIP AND DUES

Section 1. MEMBERSHIP CATEGORIES AND DEFINITIONS:

CERTIFIED PROFESSIONAL MEMBERS shall be members who have registered or certified by the Professional Certification Board (or its successor) as having fulfilled the qualifications for this membership class. Persons holding membership in this classification shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

PROFESSIONAL MEMBERS shall be any public (including federal) or private recreation, park, therapeutic, industrial, or leisure service (including tourism) personnel employed in the field on a full-time basis. Professional members shall also be those employed by educational institutions. Professional members shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

CITIZEN, BOARD OR COMMISSION MEMBERS shall be individuals who serve, or have served, as members of a recreation and park board or commission. Persons holding membership in this classification shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

RETIRED PROFESSIONAL MEMBERS shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

STUDENT MEMBERS shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

CORPORATE MEMBERS shall be entitled to all rights and privileges of the Association and shall have one (1) vote.

Section 2. **HONORARY LIFE:** Memberships may be conferred upon persons who have made and outstanding contributions to the field. The membership is for life and entitles the members to all rights and privileges of the Association except the right to hold the office. There must be a 75% majority decision at a quorum of the Board of Directors to consider this membership after observing those provisions of the nomination as provided in the Manual of Procedures.

Section 3. **SPECIAL:** Memberships may be opened to specified groups as determined by the Board of Directors to meet the needs of the Association and its members, which may include but are not limited to undergraduate and full-time graduate; part-time employees, volunteers; introductory professionals; military personnel employed in the field; associates; and other supporters of leisure services. Persons holding memberships in these classifications shall be entitled to all rights and privileges of the Association as deemed appropriate by the Board of Directors.

Section 4. EXPULSION: Any officer or member of the Association may be suspended or expelled for unprofessional conduct or for conduct unbecoming a member of the Association. The accused officer or member shall have twenty (20) days, after the grievance against him or she 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 majority vote by the Board of Directors is required to expel or suspend any officer of member.

Section 5. RESIGNATION: Any officer or member of the Association desiring to resign shall notify the President or President-Elect in writing. The resignation will be presented to the Board of Directors.

Section 6. DUES: The Association shall charge appropriate annual dues of the membership. Changes in dues shall be approved by the Board of Directors at any regular meeting.

Section 7. AUDIT: The Association shall conduct an outside audit at the completion of each Treasurer's term.

ARTICLE VII. AMENDMENTS

By-Laws may be amended by the Board of Directors by two-thirds votes of the ballots cast. The membership shall be given notice of the proposed amendments 60 days prior to consideration by the Board of Directors. If 20% of the members object to the proposed amendment in writing prior to the final voting date, the amendment shall be submitted to the membership for referendum.

Attachment A:

NEW MEXICO RECREATION AND PARKS ASSOCIATION

BOARD OF DIRECTORS

PROXY

I hereby officially delegate my full voting powers for the

_____ (meeting date)

NMRPA Board of Directors Meeting

to

_____ (insert individuals name here)

who is a current member of the NMRPA Board of Directors.

Print Name: _____

Board of Directors Position: _____

Signature: _____

Date: _____