

RULES OF ORGANIZATION

RECREATION SECTION of the ***WISCONSIN PARK & RECREATION ASSOCIATION***

ARTICLE I – NAME

The name of this organization shall be the Recreation Section of the Wisconsin Park & Recreation Association.

ARTICLE II – PURPOSE

As an integral part of the Wisconsin Park & Recreation Association, it shall be the purpose of the Recreation Section:

- To further the objectives of the Association, and the recreation and park movement in Wisconsin.
- To foster mutual understanding, and provide the means for sharing professional information among recreation and park personnel.
- To provide assistance and resources in the solution of common problems.
- To strive for the achievement and maintenance of high standards of professional ethics and competence in recreation leadership.

ARTICLE III – MEMBERSHIP

Section I

Membership shall be open to individual members of the Wisconsin Park & Recreation Association who are: (a) Administrator: The chief executive officer in charge of department or division and its personnel, or one who performs administrative functions assigned by the chief executive or acts for their absence, (b) Supervisor: An employee in charge of one or more special phases of program development in the agency, or in charge of specific groups of personnel or in charge of specific areas or facilities, and charged with the training, instruction and supervision of subordinates, (c) Specialist: An employee who has expert knowledge and training in a specific occupation related to the park or recreation field or who organizes, leads or teaches groups.

Section II

Application for Recreation Section members shall be submitted to the WPRA office with a copy of the approved section membership forwarded to the Recreation Section Secretary-Treasurer.

Section III

Recreation Section membership dues for the membership year of January 1st through December 31st shall be established by the WPRA Board of Directors and shall be payable to the WPRA on or before January 1st.

Section IV

Each member of this Section shall have the right to vote or to designate a proxy, and the right to hold office.

ARTICLE IV – OFFICERS

The officers of this section shall consist of Chairperson, Chairperson-Elect, and Past-Chairperson, each of who shall serve a term of one year, and Secretary-Treasurer who shall serve a term of two years beginning January 1st.

ARTICLE V – DUTIES OF OFFICERS

Section I

The Chairperson shall call for and preside at all meetings of the section, shall appoint committees as necessary, shall direct of the affairs of the Section.

Section II

The Chairperson-Elect shall prepare for the Chairpersonship and shall succeed to the Chairpersonship upon expiration of the Chairperson's term. They shall perform the duties of the Chairperson in the absence of the Chairperson. It is preferred that this person have previous experience with WPRA Board, Sections, or Committees.

Section III

The Chairperson shall become the Past-Chairperson upon completion of their term as Chairperson. They shall act as advisor to the Executive Committee of the Recreation Section and shall perform duties of the Chairperson in the absence of the Chairperson and Chairperson-Elect.

Section IV

The Secretary-Treasurer Shall:

- Keep an accurate record of the proceedings of the Section meetings.
- Conduct correspondence, prepare and distribute announcements and copies of the minutes to all members. Keep an accurate roster of members in good standing.
- Submit requests for disbursements of funds, as authorized by the executive Committee, to the Treasurer of the Association. Maintain necessary financial records.
- Furnish the WPRA office and the Secretary and Treasurer with copies of the budget, minutes of Section meetings, and the membership roster, proposed amendments to the by-laws, and other pertinent papers.
- Shall serve as a member of the WPRA Board of Directors for the duration of their term.

ARTICLE VI – EXECUTIVE COMMITTEE

Section I

The Board of Directors of the Recreation Section shall consist of the four elected officers and four Region Representatives. Region Representatives must work or live in the region they represent and shall serve a two-year term. The Region boundaries shall coincide with the membership regions as specified by the WPRRA Board of Directors. The four Region Representatives shall be elected by the same procedures as that specified for the three elected officers, with the even numbered Region Representatives elected in the even numbered years and odd numbered Region Representatives elected in the odd years. The primary function of the Region Representatives is to represent their particular Region, its Section Members, and its recreation leisure interests.

Section II

The Board of Directors, guided by actions taken by the Recreation Section membership, shall manage the affairs of the Section in the interim between annual business meetings and shall meet as needed upon the call of the Chairperson.

Section III

Except where specified in the by-law, the Board of Directors shall have the authority to fill vacancies on the Executive Committee for the balance of the vacated term.

Section IV

The Board of Directors of the Recreation Section shall serve no more than two consecutive terms to ensure that other members of the Section are allowed an opportunity to serve.

ARTICLE VII – ELECTIONS

Section I

A Nominating Committee shall prepare a slate of candidates from the Section membership containing, when possible, two nominations for each vacant office. When possible, the committee shall receive suggestions for candidates from Section members until September 15th. A slate of candidates and ballots shall be submitted to the voting membership of the Section by mail by October 1st. Only the official ballots submitted to the Recreation Section Secretary-Treasurer that are received on or before November 1st shall be valid.

Section II

Section officers shall be elected by the entire membership of the section. Region Representatives shall be elected by the membership from their respective regions. All ballots shall duly note these limitations.

ARTICLE VIII – ANNUAL MEETING

Section I

The Annual Business Meeting of the Section shall be conducted at a time and location as determined by the Executive Committee. Special meetings may be hold upon the call of the Chairperson, or upon written request of the any five members.

Section II

The Section membership shall be notified on the Annual Meetings and any Special Meetings at least thirty days prior to the meeting.

Section III

The registered Section Members present at the annual meeting, or special meetings, shall constitute a quorum.

ARTICLE IX – FINANCE

Section I

All monies of the Section shall be deposited with the WPRA office.

Section II

Section funds shall be disbursed according to the provisions of Article V, Section IV.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order (current revision) shall be the authority on all questions of procedures not specifically stated in the by-laws.

ARTICLE XI – AMENDMENTS

These by-laws may be amended at any Annual Meeting by a two-thirds majority affirmative vote of the members present and voting provided:

- That such amendment shall have been filed with the Secretary at least 60 days prior to the meetings.
- That copies of the proposed amendment shall have been distributed to all members at least 30 days prior to the meeting.
- That the proposed amendment shall not be in conflict with the Rules of Organization and by-laws of the Wisconsin Park & Recreation Association.