

2017 POLICIES MANUAL

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1000 BUDGET AND FINANCE

1010 Reimbursement - WPRA Meetings

1011 Members will not be entitled to any reimbursement or waiving of registration fee, meal, refreshments or travel expenses related to meetings, seminars, workshops, or conferences they attend, except as stated below or specifically budgeted by the Board.

- Members that are guest speakers for a conference, seminar or workshop and are not attending any other portion of the event are not required to pay a registration fee. A signed letter of agreement will be required.
- Host facilities are required to pay conference, seminar or workshop fees for anyone participating in the event. If no member of the host facility is attending the conference, seminar, workshop then no fee shall be required. A signed letter of agreement will be required.

1012 Membership mileage reimbursement for travel to and from Board meetings, Section meetings, and standing committee meetings shall be at the current Federal rate per mile as budgeted. Reimbursement shall be for meetings within scope of responsibility only.

1013 Mileage reimbursement as described above shall be exclusive of the Annual Conference and Section Workshops.

1014 All expenses submitted for reimbursement shall be forwarded to the WPRA Office within 30 days of the expense in order to receive payment. A WPRA Voucher must be completed by the President, Section Chair or Committee Chair, signed and sent along with the appropriate receipt or documentation.

1020 Other Reimbursement

1021 Reimbursement to authorized WPRA Representative(s) must be budgeted or brought to the Board for approval.

1022 WPRA will pay for the NRPA Congress registration for the President-Elect. Should the President-Elect not be able to attend or need the financial assistance, this amount may be used by the current President to attend the NRPA Congress. **Revised May 16, 2016**

1024 All expenditures must be documented on WPRA Voucher Claim Sheets with sales slips or other proof of expenditures, with the exception of mileage which requires notation of total distance in miles.

1025 Staff mileage reimbursement shall be at the IRS established rate.

1026 All expense vouchers must be reviewed and authorized by the Executive Director. Other staff expenses must be reviewed and authorized by the Executive Director.

1027 Registration fees for the Executive Director and select staff to attend WPRA

Section, Committee and Region workshops and/or special events are to be waived. The State Office will assume costs for housing, meals, mileage, etc. for the Executive Director and select staff for these related functions.

1030 Honorariums

1031 No honorariums or other forms of monetary compensation will be given to elected and appointed WPRA officers or professional members for WPRA sponsored functions with the exception of approved consultants.

1040 WPRA Budget

1041 The Annual Budget for the ensuing year shall be proposed by the Executive Committee, approved by the Board, and presented to the membership for adoption at the Annual Meeting.

1042 The Secretary/Treasurer, along with the Executive Director, shall contact each Section, Committee and Task Force Chair by June to solicit Budget proposals up to July 10 for the following year. All Sections must submit balanced budgets and must operate within their budget throughout the year. If a deficit is necessary, approval is first required by the WPRA Board.

1043 Section Budgets: \$10.00 per Section member will be allotted to each Section at the beginning of each fiscal year to help fund Section communications. This will be based on actual membership figures from the most recent completed membership year at budget time. A formula has been set by the Membership Committee.

1044 Surplus funds generated by Sections at the end of the fiscal year will be returned to WPRA and a summary report of the returned funds will be provided by the WPRA Office at the following January Board of Directors' meeting.

1045 Any Section/Committee/Task Force/Representative that determines a need to exceed budgeted expenses must first receive approval from the WPRA Board.

1050 Accounting Procedures

1051 The Executive Director *is* authorized to issue timely payment of approved vouchers and other approved obligations.

1052 The Executive Director is responsible for reconciling the checking account. If WPRA were to create an accounting related position, this responsibility may be transferred to this individual.

1053 All receipts and payments must be recorded in the general ledger in a timely manner.

1054 Any cash receipts must be recorded, verified by another WPRA staff member, and stored in a safe or deposited in a WPRA account the same day. All checks shall be restrictively endorsed upon receipt.

1055 Deposits shall be made daily when amounts of \$5,000 or more are received.

1056 The Executive Director will generate invoices for all obligations for services rendered in a timely manner. The Executive Director is authorized to discontinue credit and services to those not paying in a reasonable time frame.

1057 The WPRA staff will submit a quarterly financial report to the Board as well as a year-end financial statement.

1058 The WPRA Audit Committee will review expenses from all four quarters annually and will report at least annually on their findings. *(The WPRA approved auditing company may function in lieu of this committee)

1059 The WPRA will budget for a professional outside "compilation", "review", or "audit" at least every five years, unless the annual tax preparation suffices.

1060 Fees and Charges

1061 All fees and charges must be first approved by the Board of Directors.

1062 Reasonable separate non-member fees will be assessed for all WPRA events or services. A 50% increase over the member fee is a reasonable guideline. A minimum of 25% over the member fee should be charged for nonmembers for Section events.

1063 Sections may offer a reduced fee to students. A reasonable guideline would be \$5 to \$10 over the cost of included meals and handouts.

1064 Cancellations received three weeks prior to a Section/Committee workshop or event are entitled to a full refund minus a processing fee; those received after this date are subject to a 25% processing fee. This statement shall be printed on every Section/Committee workshop or event registration form.

1065 Any fund raising shall be in strict compliance with the law.

1066 There will be a fee assessed to WPRA members requesting that the WPRA Office post a position on the WPRA *Career Center*, and a higher fee assessed for non-members. This fee applies to each position posted. This fee will be adjusted dependent on Board approved fees.

1070 Dues

1071 Individual membership shall remain with the individual even when employment changes regardless of the source of dues payment. The individual may voluntarily transfer their membership to their successor if the agency had paid their dues.

1072 Dues invoices for the following year will be generated by the WPRA Office to non-renewals by December 15.

1073 Past members who have not renewed by January 15 will not be eligible for further membership services until dues are paid.

1080 Reserve/Investments

The Wisconsin Park and Recreation Association will function and operate within the framework of a balanced budget. Every effort will be made to avoid an annualized budgetary deficit. A reasonable reserve should be retained and invested on an ongoing basis, for emergency use only, as approved by the Board of Directors. Any excess year-end revenue shall be allocated annually per the Board of Directors directions. Should this reserve be utilized in part or whole for an emergency, the Board should take immediate action to plan for its replenishment to a proportionate level.

1081 The Executive Committee is charged with the responsibility for the investment of the association's assets; with Board approval of any changes, as time permits. To assist the committee, the services of professional consultants are authorized. Any such consultants will be selected, and replaced from time to time at the committee's discretion with Board approval. Any investment activity is to be implemented by the Executive Director with periodic status reports to the Board.

2000 ELECTED/APPOINTED OFFICERS AND COMMITTEES

2010 The President and one or more designated/elected members shall serve as representatives on the Great Lakes Regional Council. The President shall have the authority to fill vacancies. Designated/elected GLRC representatives should be WPRA

Past Presidents or former Board members. ****(This is now an online network system)***

2020 All WPRA officers (President, President-Elect, Past President, Secretary/Treasurer) except the Executive Director, must be certified as a CPRP or CTRS, or other pertinent professional certification to be reviewed and approved by the Nomination Committee at the start of their term, and remain certified in good standing for the duration of their term. ****Revised May 16, 2016***

2021 Meetings of the Board of Directors shall be called by the President. A special meeting of the Board of Directors may be called with the majority approval of voting Board Members. A special meeting of the Executive Committee may be called with the majority approval of voting Executive Committee Members.

2029 The President-Elect shall submit to the Board of Directors the names of candidates to fill the positions of Secretary/Treasurer and succeeding Conference Coordinator, and Student Advisor for confirmation at the Summer Board meeting prior to succeeding to the position of President. They will, at the same meeting, submit a roster of committee and task force appointments for the coming year.

2030 The Secretary/Treasurer shall be appointed by the President-Elect in Summer.

2040 Committees

2041 All standing committees may establish their own operating policies subject to review and approval by the Board of Directors.

2042 The Student Section Chair may recommend names to the WPRA President for appointment to the following committees: Legislative, Membership and IMPACT. Student shall serve a one year term and shall be a voting member of the committee.

2043 Section Chairs may submit recommended appointments to the incoming President for Section Representatives on committees and task forces.

2044 WPRA Committee composition and terms shall be as follows:

a) AUDIT:

Term: Secretary/Treasurer - one (1) year Members at large - Two (2) years on a staggered rotating basis.

Composition: Secretary/Treasurer and four members at large.

Chair: Designated by President annually.

Other: Members may not serve more than two (2) consecutive terms. **(2008 the Audit Committee has relied on the annual audit and tax preparation of WPRA auditors to fulfill their responsibilities).*

b) AWARDS:

Term: Five (5) years on a staggered rotating basis.

Composition: A minimum of five (5) of the most recent recipients of the Professional Award of Merit for the past 5 years.

c) ANNUAL CONFERENCE:

Term: One (1) year.

Composition: Nine (9) at large members plus the Conference Coordinator and Executive Director.

Chair: Conference Coordinator.

Other: Committee members shall be appointed by the Conference Coordinator.

d) PUBLIC POLICY:

Term: Two (2) years on a staggered and rotating basis.

Composition: Four Regional Representatives and President-Elect.

Chair: President-Elect.

e) MEMBERSHIP RECRUITMENT AND DEVELOPMENT:

Term: Three (3) years on a staggered and rotating basis.

Composition: Ten (10) members consisting of the four (4) Regional Representatives from the Board of Directors, one (1) member from all 4 sections, and two (2) members at large

Chair: Designated by President.

f) NOMINATIONS:

Term: Staggered and rotating basis per term of office.

Composition: Four Region Representatives and Past President

Chair: Immediate Past President.

g) IMPACT MAGAZINE:

Term: Three (3) years on a staggered and rotating basis.

Chair: Designated by President

h) PAST PRESIDENTS RESOURCE:

Term: Continual

Composition: All WPRA Past Presidents

Chair: The most recent Past President no longer serving on the Board.

i) COLLEGE & UNIVERSITY RELATIONS:

Term: Two (2) years on a staggered and rotating basis.

Composition: One member from the Aquatics, Park, Recreation, WTRS Sections, one faculty representative from the Wisconsin Universities providing a degree in recreation and park related curriculums, and the Chair-Elect.

Chair: Student Advisor

2045 The President may, with the Board of Directors approval, alter a committee's term and/or composition to accomplish a specific work program. Upon completion of the specified work program, the committee's term and composition shall revert to that stated in Section 2044.

2050 Job Responsibility Descriptions and Work Plans

2051 The WPRA Board must approve all responsibility description changes for officers, committees, representatives and the Executive Director.

2052 The President will determine the annual work plans for committees, task forces, and representatives in compliance with the Strategic Plan.

2060 Sections

2061 Section "Rules of Organization" must be maintained and periodically updated. Prior to adoption, approval must be retained from Section membership and the WPRA Board.

2080 Executive Director

2081 The WPRA Board of Directors will maintain, with appropriate financial and organizational considerations, the position of Executive Director and any other approved staff. *An Association Management Company was hired in 2013 to assume many of the responsibilities of the former Deputy Director position.*

2090 WPRA CEU Council

2091 The President shall appoint a WPRA CEU Council which shall consist of a Chairperson, one representative from each professional section, a Certification Board representative, a faculty representative, and one at-large delegate. This council shall create and maintain appropriate policies and procedures for the awarding of Continuing Education Units (CEUs) with Board approval. The Council shall review and determine CEU's for WPRA educational functions as requested. The terms shall be staggered, not to exceed 3 years. **(This committee became obsolete with the transfer of the CPRP records and application process to NRPA)*

3000 CONTRACTS, LEGAL SERVICES, AND REPRESENTATION

3010 The WPRA Board must approve all contracts and agreements obligating the association in whole or part. Unless otherwise designated, the Executive

Director is the authorized signer of Board approved contracts and agreements. Copies of all contracts/agreements are to be sent to the WPRA Office.

3020 Publications

3021 The services of a Graphic Designer and Advertising Solicitor for the magazine may be retained by agreement in compliance with policy #3010. These agreements would be recommended by the IMPACT Committee.

3030 Insurance and Bonding

3031 The WPRA Board will retain property and general liability insurance in sufficient amount to protect the association.

3032 All staff responsible for cash or other financial transactions will be bonded, or employee dishonesty insurance coverage will be retained.

3040 The President and/or the Executive Director shall be the official spokesperson of the Association. To testify or otherwise represent the Association on a specific legislative issue, the President may authorize a qualified alternate spokesperson. The President has the right to limit or rescind this authority at any time with notification to the alternate.

4000 PRINTED MATERIALS

4010 Minutes

4011 The WPRA Board minutes and other appropriate information will be mailed/mailed to members of the Board and to appropriate chairs of committees.

4020 Official Magazine (IMPACT)

4021 The official magazine will be sent only to current WPRA members, and upon request to associations that have a reciprocal agreement. Premiere membership will receive the IMPACT only via an online version.

4022 A per issue fee of \$5.00 will be charged to non-members for IMPACT. There will be no yearly subscription fee for non-members to IMPACT.

4030 Stationery

4031 The WPRA Board will indicate the official logo and stationery.

4032 WPRA stationery may be used by Board members, Committee chairs or staff with the following requirements:

- a) The use must relate directly to WPRA business or functions and the individual must be writing only within the boundaries of their authority.
- b) The user must note their title within the Association's structure.
- c) A finished copy must be sent to the WPRA Office.

Any other user must be directly authorized by one of the above and subject to the same requirements.

4033 The WPRA Board has the authority to accept or reject any usage of the WPRA logo.

4040 Directory

4041 All members of the Association shall receive one (1) copy of the Membership Directory. Members can purchase additional copies for their own personal use at \$30.00. ****(Policy rescinded on August 8, 2011) Online Directory only.***

4042 The Directory will include an individual membership listing, including agency department addresses and individual CPRP, CTRS certification designations, as known.

4043 Membership Directory will be provided to non-members only as follows:

- | | |
|----------------------------------------------------------|---------|
| a) Colleges/Universities/Students | \$25.00 |
| b) Park & Recreation Assns. from other states Trade only | |
| c) State agencies and departments | \$25.00 |

****(Policy rescinded on August 10, 2011 – directory now online)***

4044 All letters of request for the Membership Directory from non-members shall be submitted in writing to the Executive Director of WPRA and shall contain information describing the manner in which the directory is to be used. WPRA reserves the right not to give out the Directory. ****(Rescinded)***

4050 Labels

4051 Labels will be available on the following basis:

- a) Requests for labels must be made in writing with full prepayment and be accompanied by a sample of the intended mailing. The Board will establish these fees.
- b) WPRA reserves the right to charge non-member commercial fees if the intended use is commercial in nature.
- c) Sale of labels may not be construed as an endorsement of the mailing materials.

4060 Publications

4061 All published materials - newsletters, recruitment materials, articles, etc. - may be subject to approval of the WPRA Board.

4070 Organizational Handbook

4071 Board members, Section Chair, and Committee Chair will receive copies of the current handbook. Other WPRA members may receive copies upon request.

4072 The Executive Director is to review previous year's minutes and update changes in By-laws, policies, and guidelines annually.

5000 ASSOCIATION MEMBERSHIP ETHICS

5010 WPRA members should not make available by loan or copying the WPRA Membership Directory to non-members (commercial and professional). All Directory requests should be forwarded to the WPRA Office.

5020 WPRA shall not be placed in the position of supporting one member over other association members in matters such as employment.

5030 WPRA shall not become involved in local political decisions or conflicts involving individual members unless it involves promotion or defense of the profession as a whole.

5040 No WPRA member may accept complimentary services or gifts of value on behalf of WPRA without direct approval from the President.

5050 Members with a conflict of interest shall abstain from voting on committees, task forces and the Board as applicable, with clear notification made prior to any vote.

6000 WPRA OFFICE

6010 The WPRA will maintain an office, hire appropriate staff and purchase necessary equipment to conduct the affairs of the association.

6011 Job descriptions on each staff position must be kept current with recommendations made by Executive Committee, and approval by the Board.

6020 The Executive Director is responsible for hiring, evaluating, recommending wage changes, and firing all support staff, in compliance with laws and within budgetary limitations. Board approval is required in the hiring of related candidates. The

President will be notified, as possible, of any terminations.

7000 LIAISON RELATIONSHIPS WITH APPROPRIATE GROUPS

7010 The WPRA Board is authorized to establish a working relationship with other appropriate groups in order to further the park and recreation movement.

7011 WPRA, upon request, will assist local communities and agencies in:

Establishing new positions, writing job descriptions;
Advertising job vacancies to WPRA members;
providing a screening committee to: review actual applications; participate in the interview process; and/or provide technical questions for the interview;
providing commentaries, if requested, on effects of budget restrictions, staff layoffs, based upon individual situations.

7012The WPRA Community Services Liaison will assist communities/agencies as needed. Travel reimbursement for Task Force members must be paid by the community/agency. Appropriate fees will be negotiated by the Community Services Liaison, Executive Director and the community/agency.

7013 WPRA will not become involved in any personnel problems, disciplinary actions, etc. of any of its members.

7020 Complimentary Membership Services

7021 Complimentary IMPACT magazines shall be extended to the Governor, (2) U.S. Wisconsin Senators, (9) U.S. Wisconsin Congressmen, Secretary of the DNR, State Superintendent of Public Instruction, and select State Senate and Assembly members, as determined.

7030 The WPRA Board of Directors may approve co-sponsorship agreements with other agencies, institutions, or individuals.

8000 CONFERENCE, WORKSHOPS, AWARDS

8010 The WPRA Board may co-sponsor appropriate Seminars, Workshops and Conferences which will further the park and recreation movement in Wisconsin.

8011 All WPRA Workshops, Conferences, and Seminars must be authorized and approved by the Board of Directors.

8012 Financial Accounting Guidelines for Special Activities:

- a) All WPRA event sponsors seeking a separate checking account must petition the WPRA Board for approval and agree to follow the current "Guidelines for Separate Checking Accounts". This petition must be in writing and include information on the type of account, financial institution, the event sponsor, the designated account coordinator, and the purpose and duration of the account.
- b) Sent to the WPRA Office, by December 31st of the same year.
- c) Failure to follow the guidelines may result in the denial of future checking account privileges.

8020 Annual Conference Policies

8021 The current Conference Policy Manual shall be the official guideline in setting policies and procedures regarding the Annual Conference. Revisions of this manual must be approved by the WPRA Board.

8022 The Annual Conference will be held at sites which meet the Conference Site Guidelines. The WPRA Executive Committee shall approve the conference site.

8023 The duration of the Conference shall be recommended by the Conference Committee and approved by the Board.

8030 Awards

WPRA awards, recommended by the Awards Committee, with approval by the Board, will be given for: Professional Award of Merit, Partnership, Honorary Fellowship, Lifetime Membership, George Wilson Service Award and Service Recognition.

8031 The Elected Official Award will be recommended by the Legislative Committee and approved by the Board.

9000 GENERAL

9010 Changes in the WPRA policies are to be introduced to the Board at a meeting with actual voting to take place at the next meeting. Approval by a 2/3 vote of Board members present is required. Committees or sections desiring a change in the Policy Manual may petition the Board in writing.

9011 Deviations from stated policies may be taken upon approval by a 2/3 vote of Board members present.

9011 Electronic Voting

Due to significant positive feedback from members, the WPRA Board of Directors has approved that WPRA implement an electronic voting process for membership balloting needs.

- Three compelling reasons for this approved move:
 1. Electronic voting (or "e-voting") significantly lowers barriers to participation, especially for the statewide membership of WPRA. In particular, votes on bylaws amendments, which now must occur at an in-person meeting of the membership, could be conducted with maximum participation and completed without the burden of travel.
 2. Transition to e-voting would also significantly lower the costs of conducting an election by reducing the need for printed ballots, mailing costs, and the costs of counting ballots by hand.
 3. Finally, voting can take place over multiple days, or even weeks. Votes are authenticated to ensure that only members vote and may vote only one time. Results are tabulated very quickly and easily verified, and then reported.

****Revised May 2016***