

Louisiana Recreation and Park Association Constitution

ARTICLE I

Name

- Section 1. The name of this organization shall be known as the Louisiana Recreation and Park Association, an affiliate of the National Recreation and Park Association.

ARTICLE II

Objectives

- Section 1. The objectives of this organization shall be as follows:
- (a) To be a means of uniting all people engaged in the fields of recreation and parks, in the State of Louisiana, in order that they may act collectively in the interest and promotion of recreation and park work.
 - (b) To foster and maintain the highest standards of professional qualifications, training, and ethics, and to provide, design, and administer a plan for the registration and certification of recreation and park personnel.
 - (c) To stimulate and promote a wide interest in recreation and/or park preservation, and the development of the State's recreational resources.
 - (d) To serve as an exchange of information on all matters pertaining to recreation and park programs, activities, and the solution of problems.
 - (e) To cooperate with the National Recreation and Park Association and other public and private recreation oriented agencies including local communities to enhance the quality of life.
 - (f) To protect the interests of Park, Recreation and Leisure workers in situations where their professional interests are involved.
 - (f) To analyze and initiate state and national legislation pertaining to the recreation and park movement.

ARTICLE III

Membership

- Section 1. Membership in this Association shall consist of persons meeting the requirements as provided hereinafter or in the bylaws.

ARTICLE IV
Government and Officers

- Section 1. The officers of this Association shall be the President, the President-Elect, the Immediate Past President, the Secretary, and the Treasurer, and shall be known as the Executive Committee. The President shall serve as Chairperson of the Executive Committee and shall meet a minimum of three (3) times a year. The first meeting shall be in the first two months of office; the second meeting shall be in the first six months of office. All officers shall serve their elected term without compensation.
- Section 2. Louisiana Municipal Association/Police Jury Association Presidents or their designees shall serve as ex-officio members of this board only if we are on their board.
- Section 3. Nominations of officers shall be made by a Nominating Committee whose Chairperson is appointed by the President. Chairperson of the Nominating Committee to choose his committee members subject to approval by the Executive Committee. Provisions are made in the Bylaws for the nomination of other members in addition to those suggested by the Nominating Committee, and approved by Executive Committee.
- Section 4. Officers shall be elected by the active professional membership of the Association as prescribed in the Bylaws.
- Section 5. An Executive Director or management firm may be hired by the Executive Board to oversee the day-to-day operations of the organization. The compensation of the Executive Director or management firm shall be determined by a majority vote of the Executive Board.

ARTICLE V

Committees

- Section 1. The President, with the approval of the Executive Committee, shall appoint the chairperson of all standing and special committees as may be deemed necessary.

ARTICLE VI

Districts

- Section 1. To facilitate better communications and broader participation in the Association's affairs, the State shall be divided into five (5) Districts. These districts will conduct meetings, workshops, and elect officers. The District Chairperson in each District will serve on the Executive Board.

ARTICLE VII

Sections

- Section 1. Upon approval of the Executive Committee and Executive Board, a Section can be formed by Association members with a common interest or who engage in a special field or service in recreation and parks. Chairperson to serve on the Executive Board.

ARTICLE VIII

Meetings

- Section 1. The Annual Conference, business meeting, and workshop of the Association shall be held in such locations as the Executive Board may designate. Executive Board may establish the date for said Conference, business meeting, and workshop.
- Section 2. Special meetings of the Association may be called by the President, or on written request of five (5) members of the Executive Board or fifty-one percent (51%) of the active professional membership of the Association. Written request for a special meeting must be received by the Secretary at least thirty (30) days prior to the date of the called meeting.

ARTICLE IX

Quorum

- Section 1. Fifty percent (50%) plus one (1) of the Executive Board, Standing Committees, Special Committees, Sections, and Districts, shall constitute a quorum for the transaction of business at any meeting of that respective group. 50% +1 of the Association's members present at the Association's business meeting shall constitute a quorum.
- Section 2. Written proxies may be used for any and all business of the Executive Board in order to obtain the requisite fifty percent (50%) plus one (1) quorum. Executive board members may cast only one vote for themselves and not more than one proxy vote held by him/her. Written proxies from Executive Board members may only be given to another current Executive Board member with two exceptions. District or section representatives may give their written proxy and/or vote to another LRPA member who may not be a current member of the Executive Board. All proxies must be provided in writing and be dated and signed by the executive board member.

ARTICLE X

Fees and Dues

- Section 1. All members of the Association shall be required to pay a membership fee as prescribed in the Bylaws.
- Section 2. Membership cards shall be issued to all members of the Association and shall be signed by the member.

ARTICLE XI

Affirmative Action

- Section 1. All Association action shall be in keeping with the Equal Employment Act of 1972.

ARTICLE XII

Amendments

- Section 1. The constitution may be amended by a two-thirds (2/3) vote of the active professional members of the Association; present and voting at the annual business meeting or any legally called special meeting.

ARTICLE XIII

Ratification and Implementation

- Section 1. This constitution shall be effective immediately upon adoption by a two-thirds (2/3) vote of the active professional membership of the Association, present and voting at its annual business meeting.

- Section 2. History of L.R.P.A. Constitution.

- (a) Proposed April 1956.
- (b) Adopted on November 5, 1958.
- (c) Amended on December 6, 1960.
- (d) Amended on December 6, 1965.
- (e) Amended on December 3, 1968.
- (f) Amended on December 7, 1971.
- (g) Amended on December 4, 1972.
- (h) Amended on December 1, 1975.
- (i) Amended on October 8, 1981.
- (j) Amended on January 21, 1990.
- (k) Amended on November 10, 1995.
- (l) Amended on November 6, 1999.
- (m) Amended on November 4, 2000.
- (n) Amended November 3, 2001.

LOUISIANA RECREATION AND PARK ASSOCIATION

BY-LAWS

ARTICLE I

Membership

- Section 1. Membership in the Louisiana Recreation and Park Association shall be designated as Certified Park and Recreation Professional, Professional, Associate Professional, Friend of Recreation, Student, Commercial, Commission/Board Member, Elected Officials, Agency Affiliate, and Retired. Only Professional members shall have voting rights in the Association.
- Section 2. Certified Park and Recreation Professionals are active members and shall consist of recreation and park personnel engaged in the field of recreation and parks, or related fields, on a full-time basis, with voting privileges, who have achieved this level by any of the following three combinations of education and experience:
1. A bachelor's or higher degree from an NRPA/AALR accredited program verified by official transcript, and pass the CPRP examination;
 2. A bachelor's or higher degree from a regionally accredited education institution (without NRPA/AALR accreditation), verified by official transcript, with a major in recreation, park resources and leisure services and no less than two years of full—time experience in a recreation, park resources and leisure service position following the degree, and pass the CPRP examination; OR
 3. A bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources and leisure services and no less than five years of full—time experience in a recreation, park resources and leisure position following the degree, and pass the CPRP examination.
- Section 3. Professionals are active members and shall consist of recreation and park personnel engaged in the field of recreation and parks, or related fields, on a full time basis, with voting privileges.
- Section 4. Associate Professionals shall consist of persons engaged in the field of recreation and parks, or related fields on less than a full-time basis.
- Section 5. Technician: any person engaged in support service of recreation and parks, or related fields on a full-time basis.
- Section 6. Friend of Recreation: any person, part—time student, retired part—time, or interested persons in the park and recreation movement.
- Section 7. Student: Individual majoring or minoring in a park or recreation or related field curriculum in a college or university.
- Section 8. Commercial shall consist of: Persons, businesses, and companies whose product or service is related to the parks and recreation professions.

- Section 9. Elected Officials are any persons elected to public office in the State of Louisiana.
- Section 10. Agency Affiliate is for the purpose of affiliating cities, town, parishes and villages with the Association.
- Section 11. The Executive Committee and the Membership Chairman shall review all applications for membership. The Executive Committee shall have final approval.
- Section 12. Annual membership dues will be payable by the 1st of March (renewals only). A \$5.00 late fee will be applied.

Certified Park and Recreation Professional	\$ 45.00
Professional	30.00
Associate Professional	35.00
Technician	15.00
Elected Officials	10.00
CBM (Commission/Board Member)	10.00
Friends of Recreation	8.00
Retired	9.00
Student	9.00
Commercial	50.00
Agency	150.00

*Therapeutic (Active and Associates) add \$5.00 for section dues. Therapeutic (Students) add \$3.00 for section dues.

- Section 13. Members in good standing as of April 1, 1949, are recorded as being charter members of the Association.

ARTICLE II

Nominations

- Section 1. The President shall appoint a chairperson of a Nomination Committee to consist of five (5) active professional members.

- Section 2. The Nominating Committee shall obtain input from membership, select two (2) candidates each for President-Elect, Secretary, and Treasurer, who are Professional members, secure in writing the selected candidates' permission to offer their names, and poll the membership for additional nominations for any of the offices to be filled.
- Section 3. Background information on the selected candidate shall be published in the fall issue of the newsletter.
- Section 4. The election will be held during the annual conference of the Association.

ARTICLE III

Qualifications of Officers

- Section 1. Elected officers of the Association must be Professional members of the Association. Any one seeking the office of President-Elect must be certified or must have a minimum of five years consecutive professional membership in LRPA and full time professional in the field.
- Section 2. Served as a Committee Chairman for at least one year.

ARTICLE IV

Elections

- Section 1. The Elections Committee shall be composed of three (3) professional members and the chairperson of the Nominating Committee shall serve as chairperson
- Section 2. The Executive Board by majority vote shall have the duty of selecting and hiring an individual or management firm to serve as Executive Director to oversee the day-to-day operations of the organization. The Executive Director shall be given a minimum of a one-year contract. The position of Executive Director can be re-appointed by majority vote of the Executive Board.
- Section 3. Election of officers, except the Executive Director, shall be held at the annual conference of the Association on ballots printed and distributed by the Election Committee. Identification of membership classification, Professional, must be presented to receive a ballot. Absentee ballots will be distributed by the Election Committee.
- Section 4. Ballots shall be collected and tabulated by the Election Committee and the final results announced during the annual business meeting.

ARTICLE V

Finance

- Section 1. The Executive Committee also serve as the Finance Committee.
- Section 2. The Association shall adhere to generally accepted accounting principles and financial management. A budget will be prepared and submitted to the Executive Board at the first Executive Board meeting following Conference.

- Section 3. The Association's accounts shall be audited annually by an audit committee appointed by the President.
- Section 4. The Association's fiscal year will begin January 1st and end December 31st.
- Section 5. An annual financial report showing the assets and liabilities, including special funds of the Association, shall be presented to the Executive Board and membership by the Executive Committee.
- Section 6. All invoices for expenditures shall be certified as to funds appropriated in budget and having been received or performed by the individual incurring said expenditure. Justification shall consist of a statement that the articles have been received of the services performed and the amount shown on the invoice is authorized for payment. This statement shall be signed by the individual incurring the expenditure. The Executive Director shall submit all invoices for payment with justification to the Treasurer for payment.
- Section 7. Members of the Association legally qualified to sign checks are the President and Treasurer.

ARTICLE VI

Duties of Officers

- Section 1. It shall be the duty of the President to preside at all business meetings, to perform all administrative duties as prescribed by the Association, and to perform duties as are usually incident to the office of the President.
- Section 2. It shall be the duty of the President-Elect to preside at meetings in the absence of the President. In the event that the President should vacate his office, the President-Elect shall become President and shall serve out the remaining un-expired portion of the term plus the regular term to which he has been elected. The Executive Board shall then select a president—Elect from the membership to serve until the next annual conference, at which time membership shall elect a President-Elect. The President—Elect shall serve as an assistant to the President in the usual business of the Association.
- Section 3. It shall be the duty of the Secretary to be responsible for the keeping of accurate minutes of the Association, and to send out Executive Board and Association business meeting notices. The Secretary shall perform other duties as required. If the Secretary vacates office, the Executive Board shall select from the membership.
- Section 4. It shall be the duty of the Treasurer to work with the Executive Director to oversee the keeping of correct and complete books and records of accounts of the Association, prepare financial reports of the Association, including annual reports, and perform other duties incident to the office of the Treasurer. All invoices for payment, with justification, must be submitted to the treasurer for payment. The Treasurer may be bonded at the expense of the Association.
- Section 5. It shall be the duty of the Immediate Past—President to serve as a member of the Constitution, By—Laws, and Operating Code Committee, to act as Senior Advisor to the Executive Board, and to provide the necessary leadership for professional development.

- Section 6. It shall be the duty of the Executive Director to receive and hold all funds of the Association and account for same at the annual meeting. The Executive Director may be bonded at the expense of the Association. The Executive Director will manage and direct the business office of the Association within limits set by the Executive Board. All invoices for payment of the Association will be submitted with justification to the Treasurer for approval and issuing of checks of the Association.
- Section 7. The Executive Committee will manage the financial affairs of the Association and the general affairs of the Association between meetings of the Executive Board.

ARTICLE VII

Committees

Section 1. The President, with the approval of the Executive Committee, shall appoint the chairperson and members of standing and special committees as may deem necessary in the interest of the Association.

Section 2. Standing committees of the Louisiana Recreation and Park Association shall be:

- (a) Constitution, Bylaws, and Operating Code
- (b) Membership
- (c) Legislation
- (d) Public Relations and Newsletter
- (e) Citations, Awards, and Scholarship
- (f) Nominations and Elections
- (g) Executive Committee
- (h) Professional Development
- (i) LMA president (ex-officio)

All Standing Committee chairpersons shall serve on the Executive Board.

Section 3. Special Committees of the Louisiana Recreation and parks Association shall be:

- (a) Conference Committee
- (b) Hershey Track and Field

Any others deemed necessary by the Executive Committee needed to help LRPA achieve its objective.

These are non-voting members.

Section 4. The President shall appoint a Parliamentarian and a Historian to serve the Association. These are nonvoting members.

Section 5. Representatives to the NRPA Southwest Regional Council shall be nominated by the Executive Board and name included on the ballot for regular elections. This selection will be in accordance with NRPA guidelines.

Section 6. Committees may be appointed for special work or a special purpose and may expire with the completion of their work and presentation of their report or may be held over into the next administration, with the approval of the President and President-Elect. Their duties shall be clearly stated in the motion creating the committee and they report fully when their task is complete.

ARTICLE VIII

Section

- Section 1. A Section shall be a group of eight (8) or more Association members who have a common interest or who engage in a special field of service in recreation and parks.
- Section 2. Each Section shall establish by-laws which are compatible with the Association's Constitution and Bylaws, by which it will operate, including an election procedure for electing a Chairperson.
- Section 3. To become a Section, any group of eight (8) may petition the Executive Board of the Louisiana Recreation and Park Association submitting a list of its officers and members and a copy of the group's by-laws.
- Section 4. A two-thirds (2/3) vote of the Executive Board is required to accept or expel a Section from the Association. Upon acceptance, the Section shall be provisionally established and will be presented to the general membership of the Association at the annual business meeting.
- Section 5. Association activities within each Section shall be conducted on an organized basis under the leadership of its officers and comply with Association policy. The Section Chairperson will be a voting member of the Executive Board.

ARTICLE IX

Districts

- Section 1. Districts within the boundaries of the State will be set for the purpose of better communication between the membership and the Executive Board.
- Section 2. The State will be divided into five (5) districts and each district will select a chairperson to conduct the meetings of the district. The District Chairperson will serve as a voting member of the Executive Board.
- Section 3. President shall have the authority to appoint a chairperson to an inactive District. Appointed or elected, he serves a one-year term.

ARTICLE X

Professional Certification Board

- Section 1. A Professional Certification Board will provide the avenue for the certification of professionals at state and national levels. The Board will appoint a chairman annually to oversee operations of the board.
- Section 2. The Professional Certification Board will be appointed by the Executive Board to terms designated by the Professional Certification Board's by-laws.
- Section 3. The Professional Certification Board chairperson will report to the Executive Committee on procedures for registration.

Section 4. The Professional Certification Board shall be an autonomous board.

ARTICLE XI

Order of Business

Section 1. To expedite the transaction of business of the Association, the following order of business will be observed at all meetings:

- (a) Call to order
- (b) Reading of the minutes of the previous meeting
- (c) Secretary and Treasurer reports
- (d) Committee reports
- (e) Section reports
- (f) Communications
- (g) Unfinished business
- (h) New business
- (i) Adjournment

Article XII

Amendments

Section 1. These by-laws may be amended by a two-thirds (2/3) vote of the Executive Board of the Association, present and voting at any meeting of the Executive Board of the Association. The membership of the Association shall be given notice of the proposed amendments at least thirty (30) days prior to consideration of the Executive Board. If twenty percent (20%) of the voting membership objects to the proposed amendments, in writing to the President, prior to the consideration date, the amendment shall be submitted to the voting membership for referendum.

LOUISIANA RECREATION AND PARK ASSOCIATION

OPERATING CODE

FOREWORD

Realizing that there must be a standardization and continuity of the functions of the officers of the Louisiana Recreation and Park Association, this operating code of procedures is being implemented. This shall help elected officers and committee chairpersons to evaluate their assigned duties and responsibilities. This code is intended as a guide, and shall be subject to revision by the Executive Board and the President in order to better serve the needs of those who will use it. In addition, this code will enable committee chairpersons to better serve the entire membership of the L.R.P.A. Upon reading the code, any mention of a chairperson will also include the District Chairpersons as well as the Section Chairpersons.

TO RETIRING OFFICERS AND COMMITTEE CHAIRPERSONS

In order to assist your replacement in quickly grasping the duties of the position he is undertaking, and to insure a measure of continuity, it is suggested:

1. That officers and committee reports be typed and presented to the Executive Board at its last meeting of the term. At least 25 copies need to be presented.
2. That you turn over your files and suggestions to your successor and give him all the information possible about his job and his future work for the Association. This should assist in immediate action on working projects and give direction on work required for the coming year.
3. All permanent records should be turned over to the Office of the Executive Director.
4. Remember that you are retiring from a position in the Association and not from the Association. Your past work has prepared you to accept greater responsibilities for the future in the L.R.P.A.

DUTIES OF OFFICERS

President

The President shall preside at all Executive Board meetings and at the annual state conference. He shall be responsible for the preparation of the agenda for said meetings and notifying the Secretary to call such meetings. The President shall investigate any complaints from members.

The President shall be one of those officers legally qualified to sign checks for payment of debts of the Association. The President shall appoint an audit committee to audit the books of the Association annually.

The President shall appoint all standing and special committees and chairpersons as prescribed for in the by—laws. He shall represent the Louisiana Recreation and Park Association at all functions requiring such representation.

The President and Executive Director shall serve as an ex-officio member of all Committees, Sections, and Districts of the Association.

President-Elect

The President-Elect shall assist the President in directing the affairs of the Association, and he shall act in the absence of the President. The President-Elect will automatically move into the office of President at the annual meeting following his election. Should the President be unable to complete his term of office, the President-Elect shall move into the office of President to fill out the un-expired term and continue as President through the regular term to which he has been elected. The President—Elect shall serve as an assistant to the President in the usual business of the Association. The President-Elect shall be one of the members of the Executive Committee.

Immediate Past-President

The Immediate Past—President shall serve on the Executive Board. He shall serve as a member of the Constitution, By—Laws, and Operating Code Committee, and shall also provide leadership for professional development. He shall also be one of the members of the Executive Committee.

Secretary

The Secretary shall keep a record of the procedures of the Association.

The Secretary will send notices of Association meetings to members and do correspondence and give such service as the Association shall require. He shall receive written requests for meetings and notify the membership of same.

The Secretary shall perform such other duties as referred by the President of the Executive Board. He shall also be a member of the Executive Committee.

Executive Director

The Executive Director shall receive and hold all funds of the Association. He shall issue periodic reports on the financial condition of the Association to the Executive Committee. The Executive Director, through the President, should issue reports to the Executive Board and the general membership.

The Executive Director shall be one of those officers legally qualified to sign checks for payment of debts of the Association. The Executive Director shall, with the approval of the Executive Board, invest all idle funds of the Association.

The Executive Director will manage and direct the office of the Association within limits set by the Executive Board. The professional office address of the Executive Director shall be the official address of the Association. He shall also be a member of the Executive Committee.

DUTIES OF THE EXECUTIVE BOARD

Purpose

The Executive Board shall be the governing body of the Association and shall have full power to act on such matters in the name of the Louisiana Recreation and Park Association.

Function

1. The Executive Board shall be empowered to vote and transact the business of the Association by correspondence as is necessary.
2. The Executive Board shall meet formally as a body at least three (3) times during the year with the final meeting being held at the annual state conference.
3. Expenditures of the Louisiana Recreation and Park Association shall be authorized by the Executive Board by the adoption of a budget at the start of the fiscal year. Any expenditures deemed an emergency by the president shall be approved by a poll of the Executive Committee.
4. The Executive Board shall act on any matters which may be referred to it, or on any new matters which it may deem necessary and proper, and report its recommendations to the membership at the annual business meeting.
5. All committees, Districts, and Sections, of the Louisiana Recreation and Park Association shall report to the Executive Board, and the actions of all Committees, Districts, and Sections shall be subject to the approval of the Executive Board.
6. The Executive Board along with the Executive Committee ONLY may approve or pass on matters of policy affecting the Association.
7. The Executive Board will use the current edition of Robert's Rules of Order to establish its parliamentary procedure.
8. The Executive Board shall select and hire the Executive Director at the end of each contracted term, coinciding with the annual business meeting.
9. The Executive Board will set their yearly calendar 45 days after the State conference.

SPECIAL APPOINTMENTS

Special appointments shall be made by the President.

Historian

The president shall appoint a Historian of the Louisiana Recreation and Park Association. He shall periodically examine the records of the Association and establish a procedure for the keeping of an updated historical record of the functions of the Association.

Parliamentarian

The President shall appoint a Parliamentarian who is an active Professional member of the Louisiana Recreation and Park Association and who is well versed in the L.R.P.A. Constitution, Bylaws, and Operating Code, and Robert's Rules of Order. He must be competent in interpreting same at all times when needed.

The Parliamentarian shall: apprise the Board of Directors when any section of the Constitution, By-laws, or Operating Code is being circumvented so that corrections can be made; be a member of the Constitution, By-laws, and Operating Code Committee; and attend all meetings.

The Parliamentarian shall: aid the presiding officer as to legal procedure in the conduct of assemblies and elections; assist the Secretary in the proper procedure of recording all official actions that may be executed by the Board; and must be available at all meetings where his decisions may be required.

Special Committees

Special committees appointed by the President to perform a specific function shall be called Special Committees. Such committees may not necessarily be maintained from one year to the next.

STANDING COMMITTEES

The Louisiana Recreation and Park Association's standing committees are as follows:

1. Constitution, Bylaws, and Operating Code
2. Membership
3. Legislation*
4. Public Relations and Newsletter
5. Citations, Awards, and Scholarships
6. Nominations and Elections
7. Executive Committee
8. Professional Development
9. LMA President (ex-officio)

All Committees are to submit to the Executive Board a yearly schedule within 45 days after the State conference.

Constitution. By-laws. and Operating Code

It shall be the duty of this committee to assure that the Constitution, By-Laws, and Operating Code provide the best possible framework within which the aims and objectives of the Louisiana Recreation and Park Association can be achieved, and that the Constitution, By-Laws, and Operating Code are kept up-to-date.

All recommendations for changes in the Constitution, Bylaws, and Operating Code should be made to this committee which will then refer the proposal to the Executive Board and general membership when needed.

The Parliamentarian shall serve this committee as Recorder to keep current all changes as passed by the Board or the general membership. A copy of the current Constitution, By—Laws,

and Operating Code shall be given to each Board member before the first meeting of the new Board following the annual state conference.

The Committee is also responsible for seeing that the following procedures for amendments to the Constitution, By—Laws, or Operating Code be adhered to.

The Constitution may be amended by a two-thirds (2/3) vote of the active professional members of the Association, present and voting at the annual business meeting or any legally called special meeting.

The Bylaws may be amended by a two-thirds (2/3) vote of the Board of the Association, present and voting at any meeting of the Board. The membership of the Association shall be given notice of the proposed amendments at least thirty (30) days prior to consideration by the Executive Board. If twenty percent (20%) of the membership object to the proposed amendments, in writing, to the President, prior to the consideration date, the amendment shall be submitted to the membership for referendum.

The Operating Code must be continually evaluated and revised so that the duties of officers and committees are kept up-to-date and that a continuity from year to year may be maintained. The Operating Code may be amended by a simple majority of the Executive Board present and voting.

The Chairperson of this committee shall submit an end of term report of the Committee's activities to the Executive Board.

Membership

The President shall appoint the Chairperson of the Membership Committee and six (6) or more members. Each committee member shall represent one of the six District areas of the State.

The goal of the committee shall be to contact as many prospective members as possible and to encourage them to become members and attend the annual State conference. The State should be divided into six (6) districts according to the District System. Committee members shall coordinate mailings and make contacts within their respective districts. Each coordinator shall write a letter to whomever they desire to contact explaining the purpose and objectives of the Association and why they are being contacted. Membership applications and publicity brochures for each individual should be included in the mailing.

The Newsletter Committee and the editor of the newsletter should be supplied with all available materials pertaining to Association membership recruiting, and should be pressed to include such information that would be of interest to the regular membership of the Association in the newsletter.

Wider distribution of the newsletter to prospective members and to municipal, parish, and state officials throughout the State should be encouraged in order to increase the visibility of the Association among non—recreation workers.

The District Chairpersons shall supply the committee chairman with mailing lists of potential members in their respective areas.

The following are procedures to follow concerning N.R.P.A. membership:

1. The L.R.P.A. President-Elect is automatically appointed to the N.R.P.A. Membership Development Committee for a year.
2. The President appoints a State N.R.P.A. Chairperson who should divide the State up into geographical areas and appoint someone in each area to make contacts of prospective members.
3. The State L.R.P.A. Membership Chairperson receives the Association's membership roster.
4. The State N.R.P.A. Membership Chairperson receives the N.R.P.A. membership printout. These lists should be compared regularly and membership solicitations made to persons who are on one but not both of the lists. Delinquent N.R.P.A. members should be contacted and invited to renew their membership.
5. Each committee member should list all the cities, towns, parishes, etc., within his area which do not appear on the N.R.P.A. membership printout, and contact them to consider membership. Personal calls and/or letters should be made to these non-member cities and towns asking them to join.
6. Each committee member should survey all parks and recreation departments within his area to determine the number of staff members in each department. This, along with the cities and towns information obtained above, establishes the potential number of new L.R.P.A. and N.R.P.A. members in the State.

The Chairperson shall submit an end-of-term report to the President-Elect at the annual State conference.

Legislative

The President shall appoint a chairperson and two (2) or more members to serve on the Legislative Committee of the Louisiana Recreation and Park Association. Members of this committee should have the following qualifications:

1. Some understanding of the legislative aspects of recreation and park work.
2. A broad knowledge of the recreation and park fields and trends of the times.
3. An understanding of legislative procedure and techniques, both State and National.
4. A willingness to take a strong and vigorous stand on legislative principles as they affect recreation and/or park work.

This Committee is to deal with all legislation relating to the recreation and park movement as it affects the Louisiana Recreation and Park Association or the recreation profession, and handle such legislative procedures and policies as authorized by the Executive Board of the Louisiana Recreation and Park Association.

In addition to carrying out the mandates of the Association, this committee shall keep abreast of both the Federal and State legislative policies affecting the recreation and park movement.

The Chairperson of this committee shall submit an end of term report to the President—Elect at the annual State conference.

Public Relations and Newsletter

The President shall appoint a chairperson and members of any number deemed necessary to serve on the Public Relations and Newsletter Committee.

The duties of the Public Relations and Newsletter Committee shall be to enhance the relationship between public, quasi-public, and private agencies, and the general public to promote a better understanding of recreation and park work and the professional personnel. It is to arrange for publication of news concerning the Association and its various divisions by all media of communication, edit and publish a newsletter for general distribution to the membership of the Louisiana Recreation and Playground Board. News shall be collected from all areas of the state.

The Public Relations and Newsletter Committee shall establish and maintain a directory of qualified speakers for programs of civic clubs, Chambers of Commerce, Women's Clubs, etc.

This Committee shall promote "June is Recreation Month" statewide and also promote the publicity activities of the National Recreation and Park Association as well as the Louisiana Recreation and Park Association.

The Chairperson of this committee shall submit an end of term report to the President—Elect at the annual state conference.

The Newsletter shall be published at least three (3) times a year, with the final edition published forty-five (45) days prior to the annual conference. The deadline for submitting news to be published shall be the 15th of the month preceding the publishing date.

The Chairperson is responsible for receiving news and getting the newsletter typed and printed in the most cost effective manner possible.

An attempt should be made to have a news contact person in each of the State's park and recreation departments, each L.R.P.A. Section, and each L.R.P.A. District, for the purpose of securing information for the newsletter.

The Committee is responsible for gathering news, stories, and articles from Association members, N.R.P.A., special interest groups, local departments, state agencies, and other States which is of interest to Association members and pertains to our profession.

The Chairperson shall appoint a committee member to be responsible for securing advertising for the newsletter and for making the necessary contacts to do this.

The District Chairpersons, and the Section Chairpersons shall be responsible for developing a feature section in an assigned annual issue through their division membership.

Nominating and Election Committee

The President shall appoint a Nominating and Election Committee of five (5) members of the Association. Three (3) members of the committee shall be members of the Executive Board, and two (2) members at large. Three professional members of the Association are to assist with the tabulation of ballots to include Therapeutic and District Sections.

Poll the membership for nominations for any of the offices to be filled and secure, in writing, the selected candidates permission to offer their names. The Nominating and Election Committee shall select two (2) candidates for each elective office who are Professional members.

The Nomination and Election Committee shall have published in the newsletter any background information on the candidates selected to run for office.

The elective offices of the Association, yearly, are the President—Elect and the Secretary. Nomination for these offices should be completed at least 60 days prior to the annual State conference and reported to the Election Committee Chairperson.

The Executive Board will submit the candidate for Southwest Regional Council when needed to be placed on ballots.

The Election Committee is a sub-committee of the Nominating Committee and shall serve as judges in the annual election of officers of the Louisiana Recreation and Park Association. No person nominated for office may serve on this committee.

Ballots for the election will be printed by the Nominating and Election Committee with names of persons nominated for offices submitted to them. Constitution and By-law amendments may also be included in the ballot. Ballots will be distributed at the Annual State Conference at the registration desk. Only active professional members may vote. Identification of membership classification must be presented to receive a ballot. This can be done by showing a current membership card.

Absentee ballots will be distributed to professional members on request by the Elections Committee. Absentee ballots will be opened and counted after the regular voting has been concluded. The names on the absentee ballots will be separated before the ballots are opened.

Completed ballots will be inserted into a ballot box made for this purpose. After the election is completed then it is the responsibility of the Tabulation Committee to tabulate the ballots and report to the President. The results are to be announced at the annual business meeting.

The Chairperson should retain all ballots in case of a disagreement.

Citation & Awards and Scholarship

The President shall appoint a Chairperson and six (6) members to serve on the Citation & Awards and Scholarship Committee. The Committee shall operate according to the By-laws set up for the Citation & Awards and Scholarship Committee by the Louisiana Recreation and Park Association.

The Committee shall schedule such meetings as are necessary to fully implement the program of Citation & Awards and Scholarships.

At least two (2) nominations for each award category should be secured from the membership of the Louisiana Recreation and Park Association.

The names of the award recipients should be reported to the President no later than thirty (30) days prior to the annual State conference. The Executive Board shall approve all awards presented at annual conference.

The Chairperson of this committee shall submit an end of term report on the committee's activities to the President—Elect at the annual State conference.

Conference Planning

The Conference Planning Committee shall be appointed by the President and shall include as many members as deemed necessary. It shall be responsible for planning, organizing, and conducting programmatic aspects and local arrangements for the annual State conference, with the coordination of the President and Executive Director.

The Chairperson of this committee will have the responsibility to assign members specific duties and responsibilities at the annual conference. A member of this committee should be chosen who will represent the host city and organization for the conference.

The Conference Planning Committee shall: meet as often as deemed necessary to insure a quality program; coordinate presentation of programs at conference; evaluate programs presented; make recommendations to the President for future programs.

The Chairperson of this committee should: coordinate with the President on all aspects of program promotion and materials; coordinate the need for handouts and audio-visual aids with host committee; coordinate all elements of program with host committee, the President, and the Executive Director.

The Chairperson shall submit an end-of-term report to the President-Elect at the annual State conference.

Executive Committee

The Executive Committee shall be comprised of the President, President—Elect, Secretary, Immediate Past—President, and the Executive Director.

The Executive Committee shall approve any expenditure termed an emergency by the President, with an affirmative majority vote.

The Executive Committee has the authority to approve any action that needs attention between Board meetings.

The Executive Committee serves as the Finance Committee.

CERTIFICATION BOARD

The Professional Certification Board shall serve as the administrative and testing body for the registration plan. The Board shall have the right to organize and conduct the affairs of the Committee through establishment of the Certification Plan By-laws.

The duties of the Certification Board shall be to:

1. Administer a registration plan adopted by the Louisiana Recreation and Park Association.
2. Develop such procedures, forms and materials as may be necessary for the implementation of the plan.
3. Maintain a full and complete record of its meetings including a register of all applicants for registration and disposition of each application.
4. Stimulate or carry on research relating to professional standards in general and ways of improving the L.R.P.A. plan.
5. Conduct appropriate examinations of individuals applying for registration under the plan.
6. Transmit annually a financial statement and a true and full report of its activities to the board of Directors of the L.R.P.A.
7. Publicize the plan by such means as may be deemed advisable.
8. Publish annually the names of individuals registered under the plan and present the certificates at the annual State conference.
9. Written notification sixty (60) days after results or testing should be given to each person tested.

SECTION

The Louisiana Recreation and Park Association shall include Sections in the general membership of the Association. A Section shall be a group of eight (8) or more Association members who have a common interest or who engage in a special field of service in recreation and parks.

Each Section shall establish by-laws which are compatible with the Association's Constitution, By-laws, and Operating Code, by which it will operate, including an election procedure for electing a Chairperson and other officers as deemed necessary.

The Chairperson of a Section will be a voting member of the Executive Board. He will conduct the activities of the Section on an organized basis. He will report to the Executive Board on any actions taken by his Section.

Existing Sections in the Louisiana Recreation and Park Association are the Therapeutic Section, the Student Section, the Commission-Board Member Section, and the Past-President Section.

The Chairpersons of the Sections shall communicate with the newsletter committee to write information concerning the Section for publication in the newsletter. He shall also communicate closely with the Membership Committee.

The Chairpersons shall also keep in close association with the President so as to solve any problems of the Section and the Association.

The Section may assess the members dues beyond the L.R.P.A. dues for use by its membership.

The Chairperson of this committee shall submit an end of term report on the activities of the committee to the President-Elect at the annual State conference.

DISTRICT SYSTEM

The State of Louisiana shall be divided into five (5) districts for the purpose of establishing membership organizations within these districts. These districts will enable the Association to include more representation from the local grassroots level of membership.

Each District shall operate by the Association's Constitution, Bylaws, and Operating Code. It may operate by establishing an election procedure whereby a chairperson is elected by the members. This Chairperson will be a voting member of the Executive Board and will present to the Board all actions of his/her respective district.

A District Chairperson should be one of the most important Board members of the Association. He/She is in the position to best represent the district membership of the Association and he should express his/her ideas to the Executive Board.

The Districts may assess the members dues beyond the L.R.P.A. dues for use by its membership.

The District Chairperson shall submit an end-of-term report to the President-Elect at the annual State conference.

DUTIES OF THE DISTRICT CHAIRPERSON

1. The district chairperson shall be elected by a majority vote of the district membership present at the last district meeting of the year prior to his/her term in office. The district chairperson shall be limited to serving two consecutive terms in office. (Note: By holding the election prior to the service year, the outgoing chairperson will have time to provide the incoming chairperson with the information needed to start the new year.)
2. The district chairperson shall attend the LRPA Board meeting as a representative of the district and he/she shall present a report of all district activities since the last meeting.
3. The district chairperson shall hold a district meeting prior to each called Board meeting. (Note: This will require that the LRPA schedule Executive Board meetings far enough in advance to allow for the scheduling of district meetings.)
4. Each district shall provide a minimum of 0.3 CEU credit opportunities at district meetings each year.
5. The district chairperson shall appoint a district member to serve on each of LRPA's standing committees. Appointees must be confirmed by the LRPA Board.
6. Each district shall contribute a minimum of one article for each LRPA newsletter.

7. The district chairperson, or his/her designee, shall serve on the Conference Committee with the President-Elect.
8. The district chairperson shall perform other duties as assigned by the LRPA President.

CONFERENCE SITE SELECTION

The President shall be notified in writing at least fifteen (15) days prior to the annual State conference of any city, town, or parish wishing to make a bid for the conference.

The agencies, cities, or towns, wishing to submit bids for the annual State conference, shall appear at the Executive Board meeting at the annual conference a year prior to the request. Each presentation will be allowed a ten (10) minute time limit after which the Executive Board will then vote on the site by secret ballot.

Annual Conference site selection will be done by a simple majority vote of the Executive Board present and voting.

Announcement of the next year's conference site will be made at the annual business meeting at the State conference.

CODE OF PROFESSIONAL ETHICS

This code of professional ethics for the field of Parks, Recreation and Leisure services is proposed to the Louisiana Recreation and Parks Association in order to promote and maintain high standards of public service and conduct among its officers and members. As such, membership in the association can be deemed a badge of ethical conduct; the Parks, Recreation and Leisure industry may be justly regarded as a profession; the public can have increasing confidence in the field's integrity; and the practice of Parks, Recreation and Leisure services will best serve the public interest.

CODE OF PROFESSIONAL ETHICS AND GUIDELINES

1. Be dedicated to the concept of providing quality leisure services and facilities to the public citizenry in the State.
2. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of fellow members and of the public.

Guidelines

Public Confidence - Members should conduct themselves so as to maintain public confidence in their profession, in their employer, and in their performance of the public trust.

Impression of Influence - Members should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

Credentials - An application of nomination for office should be complete and accurate as to all pertinent details of education, experience, and personal history. Members should recognize that both omissions and inaccuracies must be avoided.

Professional Respect - Members should show professional respect for fellow members and professionals. Professional respect does not preclude honest difference of opinion; it does preclude attacking a person's motive or integrity.

Service as an Officer - Strive to the best of the member's ability to carry out the duties of the office of trust and responsibility to which the member's professional associates have elected him or her. Uphold the constitution and bylaws of the Louisiana Recreation and Park Association, and endeavor at all times to fulfill the highest personal and professional standards of which the member is capable.

3. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting goals for the association and its membership; support policy adopted by the Louisiana Recreation and Park Association and the NRPA Board of Trustees.
4. Make it a duty to continually improve the member's professional ability and develop the competence of the profession.

5. Keep the community informed on trends and legislation concerning the Park's Recreation and Leisure field; encourage communication between the public and the association; and seek to improve the quality and image of the profession.

6. Seek no favor; believe that personal benefits or profit secured by confidential information is dishonest.

Guidelines

Privilege .Any privilege or benefit negotiated for the association should not be used for the exclusive personal benefit of any members and other individuals.

Members involved in private enterprise should not use their membership privileges and status to further their personal business interests. This would not apply to members who are registered solely as corporate members.

Gifts Members should not directly or indirectly solicit any gifts or accept or receive any gift, whether it be money, services, loans, travel, entertainment, hospitality, promises, or any other form, under the following circumstances:

- (1) it could reasonably be inferred or expected that the gift was intended to influence them in the performance of their duties in the association; or
- (2) the gift was intended to serve as a reward for any official action on their part.

It is important that the prohibition of unsolicited gifts be limited to circumstances related to improper influence. The guideline is not intended to isolate members from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

Representation: Members should not represent the association or any outside interest affecting the association before any agency, whether public, private, or commercial, except with the authorization of or at the direction of the association.

Confidential Information: Members should not disclose to others, or sue to further their exclusive personal interest, confidential information acquired by them in the course of their membership in the association.

LOUISIANA RECREATION AND PARK ASSOCIATION

TRAVEL EXPENSES

The following is a summary of our travel expense policy:

LODGING:

Reimbursement rate for lodging shall be actual expense at single occupancy rate plus tax. Paid receipts for hotel or motel lodging shall be attached to the voucher.

One night member pays and is reimbursed

BRING RECEIPTS

Two or more nights may be advanced (all but the first night) .

First night deposit may be prepaid for state or national conferences (second night will be withheld from advance)

MEALS:

The reimbursement rate for meals shall be \$35.00 per day. If less than full days attendance is required, the following schedule will prevail:

Breakfast - \$ 8.00 Departure from home prior to 6:00 A.M.

Lunch - \$12.50 Departure from home prior to 10:00 A.M.

Dinner - \$14.50 Departure from home prior to 2:00 P.M.

MILEAGE:

The reimbursement rate for authorized travel by privately owned vehicle shall be \$.21 per mile, provided for the driver only. The most direct and usually traveled route shall be used to compute the mileage. Reimbursement shall be made for reasonable storage and parking fees, ferry fares, and road and bridge tolls. Reimbursement rate for travel costs (transportation, lodging, and meals while en route) shall not exceed jet tourist air transportation. Exceptions may be made where public transportation proves to be impractical.

Up to 150 miles (one way)

member is reimbursed

Over 150 miles (one way)

may be advanced

REGISTRATION:

Up to \$35.00- member pays and is reimbursed BRING RECEIPTS

Over \$35.00 - may be prepaid or advanced

TRANSPORTATION:

Air Fare - Usually paid in advance

PARKING FEES AND TAXI FARES:

Member pays and is reimbursed - BRING RECEIPTS

MISCELLANEOUS:

Any items which you think may qualify pay and BRING RECEIPTS

TRAVEL ADVANCES:

In order to obtain a travel advance, you MUST complete a “TRAVEL ADVANCE REQUEST” form. This form must be turned in to the Executive Director’s office, along with a copy of the function program, at least two (2) weeks before you are scheduled to leave. You must include seminar information (correspondence, schedule of events, price lists. etc.) to support your request for a travel advance.

TRAVEL STATEMENTS:

When you return from your trip, you MUST complete and sign an “EXPENSE STATEMENT” form which summarizes all expenses relating to a particular function. All receipts MUST be turned in with this form. The “EXPENSE STATEMENT” MUST be turned in to the Executive Director’s office within two (2) weeks of your return.

***Remember, the sooner you turn in your expense report, ***
*** the sooner you will receive any amount due to you.***

LOUISIANA RECREATION AND PARK ASSOCIATION

TRAVEL ADVANCE REQUEST

(Include a copy of the function program with this form)

NAME _____ DATE _____

DEPARTURE: DATE _____ TIME _____ RETURN: DATE _____ TIME _____

EXPENSES: *(You must provide RECEIPTS for items marked "*" when filing your final expense report).*

PER DIEM:

* LODGING: _____ NIGHTS @ \$ _____ PER NIGHT
MEALS: _____ DAYS @ \$ 35.00 PER DAY
MISC. MEAL(S) _____ @ \$ _____

(Breakfast — \$ 8.00; Lunch — \$ 12.50; Dinner — \$ 14.50)

OTHER EXPENSES:

MILEAGE (Personal vehicle): _____ miles @ \$.21 per mi.....

* REGISTRATION:

TRANSPORTATION (Air fare):

TOTAL ADVANCE REQUESTED

PURPOSE OF TRIP: _____

REQUESTED BY

You **MUST** turn in your final "EXPENSE STATEMENT" to the Executive Director's office within two (2) weeks of your return.

EXPENSE STATEMENT FORM - 1
LRPA - 1990

LOUISIANA RECREATION AND PARK ASSOCIATION

EXPENSE STATEMENT

NAME _____ DATE _____

DEPARTURE: DATE _____ TIME _____ RETURN: DATE _____ TIME _____

EXPENSES: (You must provide RECEIPTS for items marked "*" when filing your final expense report).

PER DIEM:

* LODGING: _____ NIGHTS @ \$ _____ PER NIGHT

MEALS: _____ DAYS @ \$ 35.00 PER DAY

MISC. MEAL(S) _____ @ \$ _____

(Breakfast — \$ 8.00; Lunch — \$ 12.50; Dinner — \$ 14.50)

OTHER EXPENSES:

MILEAGE (Personal vehicle): _____ miles @ S.21 per mi.....

* REGISTRATION:

TRANSPORTATION (Air fare):

* PARKING AND/OR TAXI

*

_____ TOTAL EXPENSES.....

ADVANCES, CREDITS, AND PRE—PAID ITEMS:

REGISTRATION Date _____ Ck # _____ \$(_____)

HOUSING DEPOSIT.._____ \$(_____)

TRANSPORTATION... _____ \$(_____)

TOTAL ADVANCES, CREDITS, PRE—PAID ITEMS \$(_____)

BALANCE DUE TO : _____ MEMBER _____ L.R.P.A..... \$(_____)

PURPOSE OF TRIP: _____

EXPENSE STATEMENT FORM - 2
LRPA - 1990

LOUISIANA RECREATION AND PARK ASSOCIATION

TRAVEL EXPENSES

The following offices and individuals are authorized travel expenses for attendance as follows:

PRESIDENT:

N.R. P.A. National Mid-Year Meeting
N.R.P.A. Southwest Regional Mid-Year Meeting
N.R.P.A. Southwest Regional Conference
N.R.P.A. National Congress
L.R.P.A. Conference (President should be furnished with complimentary room at motel site) Louisiana Municipal Assoc. Annual Conference Council of Affiliated Presidents - Washington, D.C.

PRESIDENT-ELECT: Expenses will be reimbursed at above rates to all meetings approved by the Executive Committee

EXECUTIVE DIRECTOR:

N.R.P.A. Southwest Regional Mid-Year Meeting
N.R.P.A. Southwest Regional Conference
N.R.P.A. National Congress
L.R.P.A. Conference

PROFESSIONAL AND LAY MEMBERS OF SOUTHWEST REGIONAL COUNCIL:

N.R.P.A. Southwest Regional Conference
N.R.P.A. Southwest Regional Mid-Year Meeting

PARTICIPANTS: Special meetings to be requested by participant and approved by the Executive Committee prior to attendance.

OTHER EXPENSES:

Executive Board — The cost of one meal will be paid for all Board meetings called by the President.

Committee and District Meeting - Must be approved by Executive Committee prior to meeting.