

LOUISIANA RECREATION AND PARK ASSOCIATION

BY-LAWS

ARTICLE I

Membership

- Section 1. Membership in the Louisiana Recreation and Park Association shall be designated as Professional, Commercial or Friends of Recreation. All members of the Association shall have voting rights.
- Section 2. Professional memberships shall be comprised of: Any agency which provides, maintains and/or implements any Recreational activity or event or provides or maintains any Park or Recreational property for the use of the Public, whether at no cost or at cost. Anyone employed by any entity which provides Public Recreational activities and/or Parks.
- Section 3. Citizen Board Members and Elected Officials may become members in conjunction with a Professional member from their agency.
- Section 4. Commercial memberships shall be comprised of: Any organization or company which exists to sell equipment, services, materials, or anything else to Recreation entities and/or Parks.
- Section 5. Friends of Recreation shall include any and all other individuals not covered under a professional or commercial membership. These include, but are not limited to: Retired Professionals, Students, Foundations or School Systems.
- Section 6. The Executive Committee shall have final approval of applications for membership.
- Section 7. Membership dues will be payable annually and future billing of dues will be based on individual membership dates. Membership dues are set by the Board of Directors.
- Section 8. Members in good standing as of April 1, 1949 are recorded as being charter members of the Association.
- Section 9. Elected Officials are any persons elected to public office in the State of Louisiana.
- Section 10. Agency is for the purpose of affiliating cities, town, parishes and villages with the Association.
- Section 11. The Executive Committee shall have final approval of applications for membership.
- Section 12. Annual membership dues will be payable annually and future billing for dues will be based on individual membership dates. Membership dues are set by the Board of Directors.
- 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 candidates shall be published.
- 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. Anyone seeking the office of President-Elect must have a minimum of five years consecutive professional membership in LRPA, be a full time professional in the field, and must have served previously on the Executive Committee.

ARTICLE IV

Elections

- Section 1. The Elections Committee shall be composed of three (3) professional members. The chairperson of the Nominating Committee shall serve as chairperson
- Section 2. The Board of Directors 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 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 serves as the Finance Committee. The Treasurer shall serve as chair of 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 Board of Directors prior to the beginning of each fiscal year.
- 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 Board of Directors and membership by the Treasurer.
- Section 6. 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.
- Section 8. Any funds received from the Louisiana Municipal Association for attending their meetings shall be turned over to LRPA and the appropriate expense reimbursement paperwork shall be filed to receive reimbursement under LRPA's travel expense policy.

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. If an officer vacates their position before the end of their term the President may appoint a member to finish the remainder of the officer's term.
- 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/she 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 Communications Officer to ensure that accurate meeting minutes are taken and retained and to ensure effective Association communications, including communication through social media, newsletters, and other Association communication channels. The Communications Officer shall perform other duties as required.

- Section 4. It shall be the duty of the Financial Officer 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 Financial Officer. All invoices for payment, with justification, must be submitted to the Financial Officer for payment. The Financial Officer and managing partner may be bonded at the expense of the Association. The Financial Officer shall be elected to serve one consecutive two-year term.
- Section 5. It shall be the duty of the Immediate Past-President to serve as Chair of the Conference Committee, to act as Senior Advisor to the Board of Directors, 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 Board of Directors. 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 Board of Directors.
- Section 8. Relative to Louisiana Revised Statutes 56:1681(A)(e), the Louisiana Recreation and Parks Association is required to submit a panel of eight names from which four people will be selected to serve on the State Parks and Recreation Commission. Members of the Commission “shall be persons who have displayed an active interest in, and knowledge of, the work which falls under the jurisdiction of the commission”.

The Executive Committee is charged with the responsibility of submitting the list of qualified candidates within 60 days of the inauguration of the Governor. Those to be considered as a nominee must be a member in good standing of the LRPA, have been a member for at least five years, served as a Board Member of the association and be either a Certified Parks and Recreation Professional (CPRP) of the National Recreation and Parks Association or a Certified Therapeutic Recreation Specialist (CTRS) of the National Council for Therapeutic Recreation Certification. The Board should compose a slate that is balanced with respect to the geographic regions, recreation and parks system size, minority representation and level of work responsibility.

ARTICLE VII

Committees

- Section 1. Standing committees of the Louisiana Recreation and Park Association shall be:
- (a) Constitution, Bylaws, and Operating Code
 - (b) Membership
 - (c) Public Relations, Legislation and Communications
 - (d) Nominations and Elections
 - (e) Executive Committee
 - (f) Conference Committee and Awards/Scholarships
 - (g) LMA president (ex-officio)
 - (h) Finance Review Committee

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

Interest Networks

Section 1. An Interest Network 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 Interest Network 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 an Interest Network any group of eight (8) may petition the Board of Directors of the Louisiana Recreation and Park Association by 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 Board of Directors is required to accept or expel an Interest Network from the Association. Upon acceptance, the Interest Network 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 Interest Network shall be conducted on an organized basis under the leadership of its officers and comply with Association policy. The duly elected Interest Network Chair shall be a voting member of the Executive Board.

ARTICLE IX

Districts

Section 1. The purpose of Districts within the boundaries of the State is to improve communication between the membership and the Board of Directors.

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 Board of Directors.

Section 3. The President shall have the authority to appoint a chairperson to an inactive District. Appointed or elected, he/she 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 Certification Board will appoint a chair annually to oversee operations of the board.
- Section 2. The Professional Certification Board will be appointed by the Board of Directors to terms designated by the Professional Certification Board's by-laws.
- Section 3. The Professional Certification Board chairperson will report to the Executive Committee.
- 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 Association will follow Robert's Rules of Order.

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.

As amended by the Membership on March 30, 2024