

New Hampshire Recreation & Park Association (NHRPA)
BYLAWS

ARTICLE I
Membership

Membership in the Association shall be designated as follows: professional, associate, agency, board/commission, affiliate non-profit, commercial, student, college/university, retired and honorary members.

- Section 1 Professional Member: shall be persons principally employed in professional recreation or park field, therapeutic recreation or leisure services. They shall be entitled to all privileges including the right to vote and to hold office.
- Section 2 Associate Member: shall be persons not principally engaged in recreation or park field who may be members of recreation and/or park boards, commissions, committees, municipal officials, part-time recreation employees or others interested in the advancement of the recreation and park movement. These members shall be entitled to all benefits and privileges of NHRPA, including the right to vote.
- Section 3 Agency Membership: includes three professional memberships, two associate memberships, plus Ten Board members and other department liaisons - shall include policy making or advisory boards, commissions, councils or committees.
- Section 4 Board and Commission Member: elected or appointed individuals responsible for either policy or advisory actions regarding park and recreation services for a community.
- Section 5 Affiliate Non-Profit Membership: other non-profit agencies.
- Section 6 Commercial Members: shall be open to any business that provides a product or service to the recreation and park industry.
- Section 7 Student Member: shall include college and high school students interested in the recreation and park fields.
- Section 8 College/University Member: shall include educational institutions with students majoring in recreation and parks, leisure services or therapeutic recreation. Membership includes 5 faculty or administrators and up to 25+ full-time students. No voting privileges for student members.
- Section 9 Retired Member – shall include individuals formerly employed in recreation or parks whose employment was terminated due to retirement. Must have held active membership in a state Park & Recreation Association for at least five years prior to retirement, worked at least ten years or longer in the field. These

members shall be entitled to all benefits and privileges of NHRPA, including the right to vote and to hold office.

- Section 10 Honorary Membership - An individual who has made significant contributions to the parks and recreation field in New Hampshire. These individuals are nominated by the Awards Committee and approved by vote of the active members present at the meeting where honorary member's names will be considered. These members shall be entitled to all benefits and privileges of NHRPA, including the right to vote and to hold office. No membership dues will be charged to Honorary Members.

ARTICLE II
Duties of Officers

- Section 1 The officers of the Association shall be a President, Past President, President Elect, Secretary and Treasurer. Upon recommendation of the Executive Board and a vote of the membership, the Association may include a Vice President.
- Section 2 The President shall preside at all Association and Executive Board meetings, cooperate fully with the committees, and shall be empowered to appoint special and standing committees. The President shall perform all other duties incidental to the office or which are properly required by the Association membership or the Executive Board.
- Section 3 The Past President shall serve as an advisor to the President.
- Section 4 The President-Elect shall assist the President when called upon and shall be successor should a vacancy occur in the office of the President. The primary responsibility of the President Elect shall be to learn the duties of the President in order to provide a smooth transition of Association business when assuming the office of the Presidency. The President-Elect shall assume the duties of the office of the President, Secretary or Treasurer in the absence of these officers.
- Section 5 The Vice President (In the absence of Executive Director) shall assist the President and President-Elect when called upon. The Vice President shall actively serve on the Legislative Committee and shall serve as advisor to the district representatives. The Vice president shall also coordinate all aspects of the publication of the newsletter.
- Section 6 The Secretary shall issue notices ten (10) business days prior to all meetings of the Association. The Secretary shall keep minutes of all meetings, retain custody of all records (other than financial records) and perform other duties incidental to the office or properly required by the Executive Board.
- Section 7 The Treasurer shall have custody and supervision of all Association monies and shall keep regular books of accounts. The Treasurer shall disburse the funds of the Association in payment of valid demands as may be ordered by

the Executive Board and shall receive proper vouchers for such disbursements. The Treasurer shall render to the Executive Board or membership, as required, an account of the Association's financial condition and a summary of transactions as Treasurer. The Treasurer shall perform all other duties incidental to the office or which are properly required by the Executive Board. The Treasurer shall, with the help of the Finance Committee, draft and present to the Executive Board an annual budget. The treasurer shall serve as Chair of the Finance Committee.

Section 8 In the absence of the President, the President-Elect and the Vice President (when applicable), the Secretary or Treasurer shall conduct meetings.

Section 9 All officers shall assume their duties at the annual meeting of the Association and shall serve until expiration of their term as stated in the constitution.

ARTICLE III

Duties of Executive Board

Section 1 The Executive Board shall include the following voting members; President, Past President, President-Elect, Secretary, Treasurer, four "at large" representatives and Executive Director (ex-officio). Vice President may be included in the absence of Executive Director.

Section 2 The Executive Board shall conduct all business of this Association except that conducted at the annual meeting or any other regular meeting of the membership.

Section 3 The Executive Board shall fill any unexpired terms of members of the committee as vacancies occur.

Section 4 The Executive Board shall meet a minimum of two times during the year to discuss and plan for growth and sustainability of the Association.

Section 5 The Executive Board shall have full power to act between meetings, and actions are to be reported to the Association at the next regular meeting.

Section 6 The four "at large" members of the Executive Board shall be assigned to serve on committees by the Executive Board. Other duties as assigned by the Executive Board.

ARTICLE IV
Standing Committees

- Section 1 There shall be Standing Committees of the following: Membership, Legislative, Awards, Finance, Program, State Conference, Northern New England Conference, Certification, “Wink” Tapply Playground Leader’s Workshop, Youth Sports, Social, F.I.S.H, Granite State Track & Field, Pitch Hit and Run and all others established by the membership.
- Section 2 Committee chairs may be appointed by the President. District chairpersons may recommend committee members to be appointed by the President.
- Section 3 Committee chairs will send a committee report to the Executive Director prior to any business meeting for review by the Executive Board. Committee chairs should attend as many business meetings as possible to keep the board updated on committee happenings.
- Section 4 The Membership Committee shall work with the Executive Director to maintain memberships and to recruit new members to the association.
- Section 5 The Legislative Committee shall review and act upon all amendments to the Constitution and By-Laws prior to submission of same to members of the Association. It shall actively cooperate with the Executive Board in the introduction of beneficial legislation that directly or indirectly affects recreation and park fields.
- Section 6 The Awards Committee shall recommend criteria for all present and future awards to the Executive Board. The Awards Committee shall meet annually and select award and scholarship recipients. The Awards Committee shall work cooperatively with the Program Committee to plan and organize the annual meeting, banquet and awards ceremony that may take place at the Annual State Conference. The Executive Board may appoint a member from each district to serve on the awards committee.
- Section 7 The Finance Committee shall be responsible for fundraising and assisting the treasurer in budget preparation. The treasurer shall serve on the Finance Committee.
- Section 8 The Program Committee shall be responsible for planning statewide programs and arranging for professional training workshops and events.
- Section 9 The State Conference Committee shall be responsible for planning and coordinating the NHRPA State Conference.
- Section 10 The NHRPA Northern New England Recreation & Parks Conference Committee members will represent NHRPA at planning meetings and serve on the NNERPC Committee.

- Section 11 The Certification Committee shall execute the professional certification plan and promote professional standards.
- Section 12 The Wink Tapply Playground Leaders Committee plans and organizes the annual Wink Tapply workshop. The Executive Board may appoint a member from each district to serve on the Wink Tapply Playground Leaders committee.
- Section 13 Youth Sports Committee is responsible for promoting youth coach's education and training through providing direction, examples, recommendations and resources to interested communities.
- Section 14 Social Committee plans and organizes social and networking opportunities for members of NHRPA.
- Section 15 F.I.S.H Committee works to increase membership participation in all aspects of the NHRPA by incorporating an incentive plan which will reward members for their efforts and contributions in the field of Recreation and Parks for the State of New Hampshire and the Association.
- Section 16 Granite State Track & Field Committee plans and organizes this program for towns and cities who are members of NHRPA.
- Section 17 Pitch Hit and Run Committee plans and organizes this program for towns and cities who are members of NHRPA.
- Section 18 New committees may be established as needed by a vote of the membership present at the meeting where the proposal is made by the Executive Board.
- Section 19 Interest Section chairpersons shall represent the members of their respective Interest Sections at Association meetings.

ARTICLE V
Interest Section

- Section 1 Any Association member may belong to any Interest Section.
- Section 2 To organize an Interest Section, any group of ten (10) Association members may petition the Executive Board. The signed petition shall include a statement of the Interest Section's proposed activities, meetings and officers.
- Section 3 Each Interest Section may establish a set of By-Laws which would be consistent with the Association's Constitution and By-Laws.
- Section 4 Section Activities will be financed in a manner approved by the Executive Board of the Association. All funds accrued by Sections shall become a part of the treasury of the Association.

ARTICLE VI

Nomination and Election Eligibility and Procedures

- Section 1 All members in good standing of this Association shall have equal voting privilege in the business of this Association.
- Section 2 Nominees for officers receiving a majority of votes shall be elected.

ARTICLE VII

Business Year of the Association

- Section 1 For the purpose of conducting all business of the Association, including, but not limited to finances, membership, and annual reports, the official business year shall be July 1 through June 30.

ARTICLE VIII

Conflict of Interest

- Section 1 A conflict of interest may exist when the interests or concerns of any officer, staff member, or said person's immediate family or any party, group, or organization to which said person has allegiance may be seen as competing with the interests or concerns of this organization.
- Section 2 Any possible conflict of interest shall be disclosed to the executive board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the board, the interested party shall not vote on the matter and the abstinence noted for the record.
- Section 3 When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the executive board, excluding the person who may have a conflict of interest.

ARTICLE IX

Indemnification

- Section 1 NHRPA shall indemnify any person made, or threatened to be made, a party to an action or proceeding other than one by or in the right of the State Association to procure a judgment in its favor, including an action by or in the right of any other corporation of any type or kind, or any partnership, joint venture, trust, employee benefit plan or other enterprise, which any officer of the State Association served in any capacity at the request of the State Association, by reason of the fact that such person, his testator or intestate, was an officer of the State Association, or served such other corporation, partnership, joint venture, trust, employee benefit plan or other

enterprise in any capacity, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees actually and necessarily incurred as a result of such action or proceeding, or any appeal therein, in the manner and to the full extent allowed by the not-for-profit corporation law. The State Association may, in the manner and to the full extent allowed by the not-for-profit corporation law, indemnify any person made, or threatened to be made, a party to an action by or in the right of the State Association to procure a judgment in its favor by reason of the fact that he, his testator or intestate, is or was an officer of the State Association, or is or was serving at the request of the State Association as an officer of any other corporation of any type or kind, of any partnership, joint venture, trust, employee benefit plan or other enterprise, against amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with the defense or settlement of such action, or in connection with an appeal therein.

Section 2 Insurance - to the extent permitted by the not-for-profit corporation law, the State Association is authorized to purchase and maintain insurance (i) to indemnify the State Association for any obligation which it incurs as a result of indemnification of officers, employees, and agents; (ii) to indemnify officers, employees, and agents in instances in which they may be indemnified by the State Association; and (iii) to indemnify officers, employees, and agents in instances in which they may not otherwise be indemnified by the State Association, provided in such case that the contract of insurance provides, in a manner acceptable to the superintendent of insurance of the commonwealth of Massachusetts, for a retention amount and for co-insurance.

ARTICLE X Amendments

Section 1 Amendments to the Constitution and/or by-laws together with the object thereof may be proposed by any Association member to the Legislative Committee. The Committee shall ask the Secretary to send to each Association member a copy of the proposed amendment with a notice of the meeting, or deadline for voting. Such notice will be at least twenty (20) business days prior to that meeting. Amendments to the constitution and by-laws may be voted on at either a meeting or by mail, or email. However, any vote to dissolve the association must be voted on at a meeting.

Section 2 Twenty-five percent (25%) of the voting membership shall constitute a quorum for any action to amend the by-laws or Constitution. The by-laws may be amended by a majority vote of the quorum. The Constitution may be amended by a two-thirds majority vote of the quorum.

Constitution and By-Laws Adopted December 17, 1974. Revised June 12, 1987. Revised June 8, 1995. Revised December 14, 2001. Revised February 7, 2003; Revised Sept. 23, 2005; Revised June 1, 2008. Revised October 24, 2013, Revised October 14, 2015