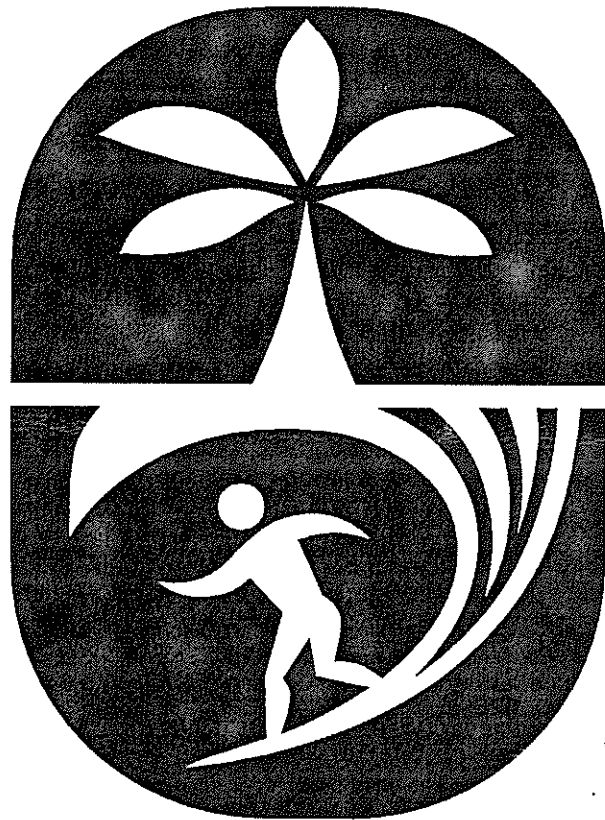


HAWAII RECREATION AND PARK ASSOCIATION
CONSTITUTION & BY LAWS



(ammended May, 2003)

HAWAII RECREATION AND PARK ASSOCIATION

CONSTITUTION

ARTICLE I NAME

The name of this organization is Hawaii Recreation and Park Association (HRPA). It is an affiliate of the National Recreation and Park Association.

ARTICLE II PURPOSE

To unite in one body all recreation and park workers and persons interested in promoting and providing recreation and park services and programs.

- Objective 1: To bring about a spirit of cooperation in this body.
- Objective 2: To elevate standards and promote high criteria of professionalism in recreation and park activities.
- Objective 3: To extend opportunities to persons in the profession and those interested in the profession and to serve as a medium for the exchange of information on all matters pertaining to recreation and park programs.
- Objective 4: To create a climate conducive to the recruitment of professionals and persons interested in the fields of recreation and parks.
- Objective 5: To provide opportunities to support the programs and objectives of organizations involved in delivering the services in recreation and parks.

ARTICLE III POLICY

HRPA is nonsectarian, nonpartisan, and nonprofit and is open to all persons, regardless of race, creed, sex, age, disabling condition, or national origin.

ARTICLE IV MEMBERSHIP

Any person, organization, agency, or firm, interested in, or in support of, the recreation and park movement may become a member of HRPA as provided for in the bylaws.

ARTICLE V OFFICERS

- Section 1. The officers of HRP A shall be a President, a President-Elect, a Secretary, and a Treasurer. These officers, with the exception of the President, shall be elected by the membership on or before the date of annual conference each year and shall serve for one year or until their successors are elected and take office. The outgoing President-Elect shall be installed as the President of HRP A and shall serve for one year or until a successor takes office.
- Section 2. There shall be a Vice President for each county in the State of Hawaii wherein any member resides (to wit: Hawaii, Honolulu, Kauai, and Maui counties). The Vice President of each county shall be elected in the same manner and at the same time as other officers except that only the members from the respective counties may vote for their Vice President.
- Section 3. There shall be four Members-at-Large elected by the membership in the same manner and at the same time as the officers. They shall hold office for one year or until the successors are elected and take office.
- Section 4. The President may appoint a Parliamentarian, with the approval of the Executive Committee. The Parliamentarian shall serve, without vote, on both the Executive Committee and the Board of Directors.
- Section 5. The President, the President-Elect, all Vice Presidents, the Secretary, the Treasurer, and the Members-at-Large shall constitute the Executive Committee. This Committee shall be empowered to act on the behalf of HRP A on all matters relative to HRP A.
- Section 6. The Board of Directors consists of the immediate Past President, the chairpersons of the standing committees, the Executive Committee, a representative from each section, and a representative from each affiliate. Chairpersons and board members of national recreation organizations shall automatically become members of the HRP A Board of Directors, with full voting privileges.
- Section 7. Only those members in good standing shall be eligible to hold office or to serve as chairpersons of standing committees.
- Section 8. All vacancies in elective offices, except the presidency, shall be filled upon appointment by the President with the confirmation of the Executive Committee, for the duration of the unexpired term.

ARTICLE VI COMMITTEES

Section 1. Standing Committees. The President shall appoint, for his term of office, the chairpersons of the following committees:

- a. Legislative
- b. Membership
- c. Annual Conference
- d. Professional Standards
- e. Scholarship & Awards & Citations
- f. Ways and Means
- g. Program
- h. Constitution & Bylaws
- i. Information & Communications
- j. Nominations & Elections

Section 2. Ad Hoc and Other Committees. Ad hoc committees shall automatically cease upon the completion of an assigned task. The President may appoint other committees as deemed necessary in the interest of HRP. No committee, so appointed, shall continue to exist beyond the completion of the regular term of the officers who appointed it.

ARTICLE VII THE HAWAII RECREATION CERTIFICATION BOARD

Section 1. The Hawaii Recreation Certification Board shall administer a certification plan adopted by HRP. for certification of recreation, park resources, and leisure service personnel in Hawaii.

Section 2. The President shall make all appointments to the Hawaii Recreation Certification Board in such a manner as specified in the recreation certification plan.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure comprised in Robert's Rules of Order, Revised, shall govern all proceedings of HRP., including the proceedings of the Executive Committee and Board of Directors, subject to special rules as have been, or may be, adopted.

ARTICLE IX AMENDMENTS

The Constitution and Bylaws may be amended at any general membership meeting by a majority vote of members present. Amendments may be proposed only by the Executive Committee, Board of Directors, or the Constitution and Bylaws Committee. All proposed amendments shall be received, in writing, by the membership at least thirty (30) days before the annual conference. Any proposed amendments accepted by the majority vote of members at the Annual membership meeting shall take effect upon approval at this meeting.

HAWAII RECREATION AND PARK ASSOCIATION

BYLAWS

ARTICLE I MEMBERSHIP

- Section 1. Membership in HRP A shall be designated as Professional, Associate, Student, Contributory, and Honorary. Membership shall consist of those persons meeting the requirements as provided hereinafter.
- a. Professional membership shall be granted to persons employed on a full-time professional basis in recreation, parks, or related fields. Only a professional member in good standing has full voting privilege and the right to hold office.
 - b. Associate membership shall be granted to persons who do not meet the requirements for professional membership. Only an associate members in good standing has full voting privilege and the right to hold office.
 - c. Student membership shall consist of persons attending accredited universities, colleges, community colleges, or junior colleges on a full-time basis at the time of application, and who are interested in recreation, parks, or related fields. Student membership will continue until the anniversary month, at which time eligible students may renew their student membership or apply for professional or associate membership. A full-time student is defined by his school or institution. Only a student member in good standing has full voting privilege, be a member of any committee, and hold any elective office.
 - d. Contributory membership shall be granted to any organization, company, or individual, which contributes a minimum of forty (\$40.00) dollars to HRP A. Only an organization, company, or individual in good standing, holding membership in this classification shall be entitled to all privileges of HRP A, including the right to vote and to hold office therein.
 - e. Honorary life membership shall be given to any person who, in the opinion of the Executive Committee, is deserving of such recognition. An honorary member may hold an elected office, has the right to vote, and may be called upon in an advisory capacity.

- Section 2. New Membership. Each prospective new member shall complete a membership application form and send it to the Membership Committee, which shall determine the eligibility of said applicant, based upon the information listed on the form. If the applicant is eligible, membership privileges shall be granted after membership dues are paid to the Treasurer. Membership is valid for one year from the month of payment of dues. All new member's names and addresses and all address changes shall be recorded and kept on file by the Membership Committee.

- Section 3. Annual Fees.
- a. Professional Membership...\$25.00
 - b. Associate Membership.....\$15.00
 - c. Student Membership.....\$10.00
 - d. Contributory Membership...\$40.00/organization
 - e. Honorary Membership.....No Fee

Section 4. Payment of Dues. All dues shall become payable in the month in which membership began. Membership will be based on "anniversary month" rather than "anniversary date."

Section 5. Reciprocity. The Board of Directors of HRP A may grant reciprocal membership, at no charge, for the remainder of the HRP A membership year, to any person coming from another state, provided that the person comes from a state in which there is an organized association or equivalent thereof; the person is a member in good standing of said state association; and that said state association is an affiliate of the National Recreation and Park Association.

ARTICLE II OFFICERS

Section 1. General. The officers of HRP A shall be the corporate members of HRP A. All officers of HRP A shall assume the responsibilities of their positions immediately upon being installed into their offices. Officers shall not serve as chairpersons of standing committees, but may serve as chairpersons of ad hoc and special committees.

Section 2. Election of Officers.

- a. Officers shall be elected by ballot mailed out not less than sixty (60) days prior to the annual conference.
- b. The Membership Committee Chairperson shall present to the Nominations and Election Committee Chairperson a certified list of all members eligible to vote.
- c. The Nominations and Election Committee shall prepare and mail to each member the official ballot with specific instructions as to the exact location of the official ballot box.
- d. Thirty (30) days after the ballots are mailed, the majority of the votes in the returned ballots shall constitute the election of the officers.

Section 3. Installation of Officers. The officers of HRP A shall be installed at the annual conference.

ARTICLE III DUTIES OF OFFICERS

Section 1. The duties of the officers shall be such as implied by their respective titles, and are as specified in these bylaws.

Section 2. President.

- a. The President shall be the presiding officer at all business meetings of the Executive Committee, Board of Directors, and general membership.
- b. At the beginning of the term of office, the President shall appoint the chairpersons of all standing and ad hoc committees, except the Nominations and Election Committee, which the President shall appoint at a later date.
- c. The President may appoint officers or committee chairpersons to fill any vacancy for an unexpired term, with confirmation of the Executive Committee.
- d. The President shall be a member ex officio of all committees, except the Nominations and Election Committee.
- e. The President shall be HRPAs official representative to the Pacific Southwest Regional Council. The President may appoint, when necessary, an alternate representative, with the approval of the Board of Directors.

Section 3. President-Elect

- a. The President-Elect shall perform the duties of the President in the absence of President. In the event of the death or resignation of the President, the President-Elect shall assume the Presidency for the unexpired term.
- b. The President-Elect shall attend all meetings of the Executive Committee and the Board of Directors, learn the duties of the President, and assist the President in every possible way.
- c. The President-Elect shall be responsible for the functions of all committees.

Section 4. Secretary

- a. The Secretary shall record the minutes of the meetings of the Executive Committee, the Board of Directors, and the annual conference business meeting.
- b. The Secretary shall provide a copy of the minutes to each member of the Executive Committee and the Board of Directors within thirty (30) days after each meeting.

- c. The Secretary shall send notices of all meetings to those who should receive them.
- d. The Secretary shall handle all correspondence of HRP.A.
- e. The Secretary shall perform other duties referred by the President and Executive Committee.

Section 5.

Treasurer

- a. The Treasurer shall collect and hold all monies belonging to HRP.A and shall deposit it in a bank or banks selected by the Executive Committee.
- b. The Treasurer shall keep an accurate financial record and handle all disbursements for HRP.A in keeping with the budget approved by the Executive Committee. A current summary of financial records shall be provided to the Executive Committee and Board of Directors at each board meeting.
- c. The Treasurer shall make such other expenditures authorized by the Executive Committee.
- d. The Treasurer shall submit all books, records, and bank certificates to the auditor (or audit committee) within five (5) days after the termination of office and/or at any such time as directed by the President.
- e. The Treasurer shall deliver to the successor all funds, securities, and records within thirty (30) days of the termination of office.
- f. The fiscal year of HRP.A shall be from June to May.

Section 6.

Vice Presidents for Counties

- a. Vice Presidents for the counties shall represent, vote, and act for their respective counties. The Honolulu Vice President shall perform the duties of the President in absence of the President and President-Elect.
- b. They shall maintain liaison with their respective counties.
- c. They shall perform duties delegated by the President.

Section 7.

Members-at-large

- a. Members-at-large shall represent, vote, and act in the best interest of the general membership
- b. They shall perform duties delegated by the president.

ARTICLE IV DUTIES OF EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall have the power to ratify the President's selection of appointive officers and committee chairpersons.
- Section 2. It shall carry out the functions of HRP.A.
- Section 3. It shall make the final determination for the date and place of the annual conference, being guided by the recommendations of the Annual Conference Committee. The conference should be held within one year of the previous conference, but must be held no later than one-and-a-half years after the previous conference.
- Section 4. It shall expel members who violate the purpose and policies of HRP.A.
- Section 5. It shall approve the annual budget of HRP.A.
- Section 6. All matters pertaining to policy and legislation shall be referred to the Executive Committee for approval.
- Section 7. At the request of the President, a vote of the Executive Committee may be taken by mail or telephone. Such vote shall include all county members and shall have the force and effect of a vote taken at a meeting.

ARTICLE V DUTIES OF BOARD OF DIRECTORS

- Section 1. The Board of Directors shall transact the business of HRP.A.
- Section 2. It shall report at each annual conference all business transacted by it since the previous conference.
- Section 3. It shall recommend to the membership proposed amendments to these bylaws, in accordance with Article VIII of the Constitution.
- Section 4. It shall consider all recommendations of the committee chairpersons before the general membership.
- Section 5. At the request of the President, a vote of the Board of Directors may be taken by mail or telephone and it shall have the force and effect of a vote taken at a meeting.

ARTICLE VI DUTIES OF STANDING COMMITTEE

The officers and chairpersons of the following standing committees shall write a report of the activities of their respective offices and/or committees, to be presented at the annual conference or at any time designated by the President, or at both.

- Section 1. The Legislative Committee shall apprise the Executive Committee, Board of Directors, and the general membership of recent and pending local, state and national legislation that directly affect the recreation and parks field.

- Section 2. The Membership Committee shall encourage interested persons to apply for membership in HRP A. It shall receive and investigate all new applications for membership. It shall keep a current list of all HRP A members in good standing.
- Section 3. The Annual Conference Committee shall plan, organize, coordinate, administer, and evaluate the annual conference and shall set the date of the annual business meeting. It shall select the time and place of the annual conference and present its recommendation to the Executive Committee for a final decision.
- Section 4. The Professional Standards Committee shall initiate, develop, conduct, evaluate, and improve ways and means of recruiting persons for the recreation and parks profession. It shall apprise the HRP A of recent curricular developments at colleges and universities throughout the State of Hawaii and abroad. It shall periodically meet with university and college instructors and officials to discuss recreation and parks curricula. It may promote educational programs through discussion groups, forums, panels, institutes, workshops, conferences, and other means of communication.
- Section 5. The Scholarship & Awards & Citations Committee shall be concerned with these areas:
- a. At the instruction of the Executive Committee, it shall prepare and execute all matters necessary for selecting a candidate or candidates for the HRP A scholarship
 - b. It shall be informed on the subject of available scholarship in the recreation and parks curricula.
 - c. It shall adhere to the qualifications and criteria established by the Executive Committee for selecting and recommending recipients of awards and citations that are presented at the annual conference.
- Section 6. The Ways and Means Committee shall assist in preparing the budget for HRP A and determine ways and means for securing funds for said work.
- Section 7. The Program Committee shall initiate, coordinate, and implement programs pertaining to current social and economic needs within the recreation and parks field. It shall plan general membership meetings and special event, including facilities, speakers, and entertainers.
- Section 8. The Constitution and Bylaws Committee shall be responsible for suggested changes or amendments to the Constitution and Bylaws of the HRP A. It shall maintain a correct Constitution and Bylaws and distribute current copies to members.

Section 9. The Information & Communications Committee shall keep records of HRPAs activities. It shall publicize information concerning HRPAs by publishing a quarterly news bulletin. It shall develop and implement an active public relations campaign. It shall publicize the activities for HRPAs through the press, radio, and television, and shall maintain a close working relationship with the National Recreation and Park Association by submitting pictures, articles, and news items for regional and national publications.

Section 10. The Nominations & Election Committee shall provide for the coming year a slate of officers with, if feasible, two or more candidates for each office. The Chairperson shall check the mailing date and the eligibility of voters as indicated by the Membership Committee's certified list of members in good standing. This Committee shall mail the slate, as provided in the By-Laws, count and tabulate the votes, sign and seal the report, and hold the same in confidence until the Chairperson for this Committee reports at the annual conference. The Chairperson shall, however, as soon as possible after counting the ballots, notify, in writing, all candidates who have consented to run for office indicating the results of the election. Upon reporting at the annual conference, the Chairperson shall submit a signed and sealed report to the new President. This report shall be kept on file for two (2) years and shall be available to any HRPAs member upon request.

ARTICLE VII DUTIES OF AD HOC & OTHER COMMITTEES

The President shall appoint a chairperson and two (2) professional members, all of whom are in good standing, to the following committees as needed.

ARTICLE VIII MEETINGS

Section 1. Annual meetings shall be held. The date of the annual business meeting shall be set by the Annual Conference Committee and the Executive Committee. The date of the annual conference must be set no later than six (6) months in advance.

Section 2. The President or Executive Committee may call special meetings.

Section 3. The Executive Committee and the Board of Directors shall hold a minimum of six (6) meetings per year.

- Section 4. Quorum for votes to pass a motion at meetings of HRPAs are listed.
- a. Executive Committee 51%
 - b. Board of Directors
7 board members present to conduct business.
7 votes or 51% of those present, whichever is greater is needed to pass any measure.
 - c. Standing Committees 51%
 - d. Ad Hoc Committees 51%
 - e. General 51% of those members present at the meeting

ARTICLE IX SECTIONS

- Section 1. Any group of ten (10) or more HRPAs members engaged in or sharing a common interest in a special field may become a Section. A prospective section shall submit a petition with the signatures of at least ten (10) or more HRPAs members and a copy of its proposed Constitution and Bylaws to the HRPAs Board of Directors for approval. The prospective section shall be admitted with the approval of a majority vote of the HRPAs Board of Directors.
- Section 2. All members of sections must be members of HRPAs.
- Section 3. The Constitution and Bylaws of any Section shall not conflict with the Constitution and Bylaws of HRPAs.
- Section 4. Any Section not holding a meeting of ten (10) or more members during the HRPAs fiscal year shall be automatically terminated. To be reinstated, the Section shall follow the established procedures.
- Section 5. Each Section shall elect a member of its Section to serve as its representative on the HRPAs Board of Directors. This representative shall be elected by the Section on or before the date of the HRPAs annual conference and shall serve for one (1) year or until a successor is elected and takes office. If a Section is terminated, this representative shall cease to be a member of the HRPAs Board of Directors.
- Section 6. An annual written report of its activities and progress during the HRPAs fiscal year shall be submitted and filed with the HRPAs Board of Directors. At the discretion of the HRPAs President, each Section shall present its annual report at the HRPAs annual conference.
- Section 7. Each Section shall submit to the HRPAs Treasurer, for recommendation to the Executive Committee, a budget for the HRPAs fiscal year. To be accepted, the Section's budget must have approval of the majority of the HRPAs Executive Committee. The HRPAs Treasurer shall collect and hold all monies belonging to the Section in the HRPAs account and shall deposit it in a bank or banks selected by the HRPAs Executive Committee.
- Section 8. Upon termination of any Section, all funds allocated to, and property obtained by, the Section shall be retained by HRPAs.

ARTICLE X NATIONAL RECREATION AND PARK ASSOCIATION

PACIFIC SOUTHWEST REGIONAL COUNCIL

- Section 1. The HRP A President shall represent the HRP A on the National Recreation and Park Association Pacific Southwest Regional Council.
- Section 2. If HRP A is allocated more than one representative, the HRP A Board of Directors may elect a qualified representative prior to the Conference.
- Section 3. The HRP A Board of Directors shall decide financial support of representatives.

ARTICLE XI STUDENT AFFILIATE

- Section 1. Any group of HRP A student members may become an affiliate group of HRP A. Each prospective student affiliate group shall submit its proposed Constitution and Bylaws to the HRP A Board of Directors for approval. The prospective student affiliate shall be admitted with the approval of a majority vote of the HRP A Board of Directors.
- Section 2. All members of student affiliates must be members of HRP A. Each student affiliate must also maintain a minimum of members. This required minimum shall be determined on a case-by-case basis by the HRP A Board of Directors.
- Section 3. The Constitution and Bylaws of any student affiliate shall not be in conflict with the stated purpose and policies of the HRP A Constitution and Bylaws.
- Section 4. Each student affiliate is entitled to one voting member on the HRP A Board of Directors. This person shall be the President of the student affiliate or a representative of the student affiliate designated by the affiliate President.
- Section 5. Members of any student affiliate may hold elected office in HRP A.
- Section 6. All dues and fees other than the HRP A student member annual fee shall be determined and collected by the student affiliate. The student affiliate shall also be required to submit a monthly financial statement to the HRP A Treasurer.
- Section 7. Any student affiliate shall have the right to display its affiliation with HRP A on its correspondence, publicity, etc.
- Section 8. Each student affiliate shall submit to the HRP A President an annual written report of its activities and progress during the HRP A fiscal year. This report will be filed with the HRP A Board of Directors.
- Section 9. Upon termination of any student affiliate, the student affiliate shall resolve all debts to creditors. Any remaining funds or property shall be dispensed according to the student affiliate's Constitution and Bylaws.

ARTICLE XII ORGANIZATION OF COUNTIES

- Section 1. In order to develop and promote quality programs and activities for members within a geographic area, there shall be four (4) counties within the HRPAs statewide organization. These counties are: Hawaii County, Maui County (includes Molokai and Lanai), Honolulu County, and Kauai County (includes Niihau). Any HRPAs member in good standing shall be a member of the county in which he resides.
- Section 2. Each County shall develop Bylaws for their organization, and will submit these Bylaws to the HRPAs Board for approval. Final approval is subject to ratification by two-thirds of the HRPAs Board of Directors. All County Bylaws shall be in accordance with the provisions of the HRPAs Constitution, and any revisions to the HRPAs Constitution shall apply to County Bylaws.
- Section 3. Each County shall have at least one general membership meeting each year.
- Section 4. The President of each County shall prepare and submit a written Annual Report to the HRPAs President forty-five (45) days before the Hawaii Recreation and Park Association Annual Conference. This report must include a detailed financial statement for the year prepared by the Treasurer of the County submitting the report. The HRPAs President and/or HRPAs Treasurer may require other reports, at any time, as necessary.

ARTICLE XIII INDEMNIFICATION OF DIRECTORS AND OFFICERS

- Section 1. The Hawaii Recreation and Park Association (HRPA) shall indemnify every director or officer, his heirs, executors and administrators, against expenses reasonably incurred by him in connection with any action, suit or proceeding (including counsel fees) to which he may be made a party by reason of his being or having been a director or officer of the HRPAs provided that such indemnification shall not apply with respect to any matter as to which such director or officer shall be finally adjudged in such action, suit or proceeding to have been individually guilty or willful misfeasance or malfeasance in the performance of his duty as such director or officer, and provided further, that the indemnification herein provided shall, with respect to any settlements of any such action, suit or proceeding include reimbursement of any amounts paid and expenses reasonably incurred in settling any such action, suit or proceeding, when in the judgment of the HRPAs Board of Directors, such settlement and reimbursement appear to be for the best interest of HRPAs.