

BYLAWS OF THE
VIRGINIA RECREATION AND PARK SOCIETY, INC.
WESTERN SERVICE AREA

ARTICLE 1
OBJECTIVES AND PURPOSES

SECTION 1: To provide a means of coordination, communication and cooperation between leisure service agencies and personnel within the Western Service area so that quality parks and recreation opportunities, services and facilities can be provided.

ARTICLE 2
AFFILIATION

SECTION 1: This organization shall be affiliated with the Virginia recreation and Park Society, Incorporated (VRPS).

SECTION 2: The VRPS Board of Directors will serve to assist and coordinate the efforts of the Service Area in its primary functions and those other functions as identified by the members through the designated Board liaison.

ARTICLE 3
MEMBERSHIP

SECTION 1: Any current member of VRPS in good standing who resides or works within the boundaries of the Western Service Area, as outlined by BRPS Board of Directors, shall be considered a member.

ARTICLE 4
WESTERN SERVICE AREA

SECTION 1: The Western Service Area Executive Board shall approve the events, educational training, and activities of the Western Service Area.

SECTION 2: The VRPS Manual of Procedures shall be used as a guideline for Service Area purposes, organization, and procedures.

SECTION 3: The Service Area shall finance Service Area activities after the approval of the annual budget by VRPS before the end of the calendar year.

ARTICLE 5

EXECUTIVE BOARD

SECTION 1: The Executive Board is the governing body of the Western Service Area. Its membership shall consist of the elected officers, Chairperson, Chair-Elect, Secretary, and Treasurer, and immediate Past Chairperson, Standing and Special Committee Chairs.

SECTION 2: Each member of the Board shall serve for one (1) year or until their successor is elected or appointed to said vacancy.

SECTION 3: It shall be the duty of the Board to establish policies and procedures within the scope of the VRPS Bylaws.

ARTICLE 6

EXECUTIVE COMMITTEE

SECTION 1: The Executive Committee shall consist of the elected officers, and the immediate Past Chairperson.

ARTICLE 7

OFFICERS AND THEIR DUTIES

SECTION 1: The elected officers shall be Chairperson, Chairperson-Elect, Secretary, and Treasurer. These officers shall be nominated and elected, and shall serve their term of office as prescribed by these bylaws or as specified in the VRPS Manual of Procedures.

SECTION 2: The officers of the Service Area shall perform the duties usually performed by such officers, and as described in Robert's Rules of Order Newly revised, together with duties described in these bylaws.

SECTION 3: The Service Area Chairperson shall act as presiding officer for the Board and Service Area meetings; shall follow "Robert's" Rules of Order Newly Revised"; shall prepare the annual report and budget; shall appoint, for his/her term of office, Chairs and members of Standing and Special Committees.

SECTION 4: The Chair-Elect shall become acquainted with the activities of the Service Area and VRPS and the duties of the Chair; shall act as presiding officer in the absence of the Chair; shall assume the office of the Chair at the expiration of the term of the incumbent.

SECTION 5: The Secretary shall record in the minutes, the proceedings of the Area's Executive Board meetings, Executive Committee meetings, and other official Service Area meetings.

SECTION 6: The Treasurer shall act as financial officer for the Service Area in keeping with adopted procedures of financial guidance by VRPS.

SECTION 7: The immediate Past-Chair shall assume the role of Advisor; shall serve as chairman of the Nominations and Elections Committee.

ARTICLE 8
STANDING COMMITTEES AND THEIR PURPOSES

SECTION 1: The Chairs and members of standing committees shall be appointed by the Service Area Chairperson.

SECTION 2: Standing Committees shall be: Scholarship and others as deemed necessary by the Executive Board.

SECTION 3: It shall be the duty of each standing committee Chair, with assistance from other committee members, to represent the Service Area on the statewide committee, and to keep the Board informed as to the status and work of the committee during the year.

SECTION 4: Other committees, standing or special, when deemed necessary in the interest of the Service Area, may be appointed by the Chairperson, and approved by the Executive Board.

SECTION 5: Chairs of standing and special committees shall be voting members of the Service Area Executive Board.

ARTICLE 9
VOTING

SECTION 1: Each Service Area Member shall be eligible to vote provided the member is in good standing as established in Article 3, Section 1, and as determined by VRPS Bylaws, Article X, Section 1.

SECTION 2: Each professional member shall have one (1) vote. In case of voting by mail, shall be completed thirty (30) days after ballots are mailed.

SECTION 3: Ballots shall be used at the discretion of the Board

ARTICLE 10
ELECTION PROCEDURES

SECTION 1: A Nominations and Elections Committee for the Service Area shall be overseen by the immediate Past Chair.

SECTION 2: The Nominations and Elections Committee shall submit a slate of at least one nominee for each elective office within 30 days prior to the election.

SECTION 3: Voting shall be by ballot with a space allocated and marked "write-in."

SECTION 4: Ballots shall be returned to VRPS at least thirty (30) days prior to the opening session of the Annual Conference. Ballots shall be counted, recorded, and filed with a report to the Service Area Chair at least fifteen (15) days prior to the annual business meeting.

SECTION 5: The officers, so elected, shall officially assume office at the start of the VRPS business year (January), and shall hold office for one year or until their qualified successors are elected.

ARTICLE 11
MEETINGS

SECTION 1: The Western Service Area Executive Board shall meet at least four (4) times annually.

SECTION 2: A quorum of the Board shall be a majority of the voting members.

SECTION 3: The Western Service Area Annual Meeting shall be held in conjunction with the Annual VRPS Conference.

ARTICLE 12 AMENDMENTS

SECTION 1: The Bylaws may be amended by the Service Area Executive Board with a 2/3 vote provided 30 days notice is given. The Bylaws are then submitted by the Chair for VRPS Approval.

SECTION 2: The bylaws may also be amended by the Service Area voting membership through mail ballot, at such time as may be deemed necessary by the Board. Approval of amendments must be by a 2/3 vote.

SECTION 3: All amendments to the Bylaws shall be published at least thirty (30) days prior to such vote.

SECTION 4: The procedure for membership to initiate an amendment is to present to the Service Area Board, the signatures of at least 25 percent of voting membership who support the amendment.

ARTICLE 13 AFFIRMATIVE ACTION

SECTION 1: The Service Area shall uphold the Affirmative Action policy, in accordance with Article XIX of the VRPS Bylaws.

Revised April 2004

Approved November 2004