

**BYLAWS**  
**VIRGINIA RECREATION AND PARK SOCIETY, INCORPORATED**  
**CENTRAL SERVICE AREA**

ARTICLE I  
Objectives and Purposes

Section 1: To provide a means of coordination, communication, and cooperation between leisure service agencies and personnel with the Central Service Area so that quality park and recreation opportunities and services can be provided.

ARTICLE II  
Affiliation

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

ARTICLE III  
Membership

Section 1: Any current member of VRPS who resides within the geographical boundaries of the Central Service Area, as outlined by VRPS Board of Directors, shall be considered a member.

ARTICLE IV  
Central Service Area

Section 1: The coordination, works, functions, events, and activities of the Central Service Area shall be approved by the Central Service Area Board.

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

Section 3: Service Area activities shall be financed by the Service Area after the approval of the annual budget by VRPS Board of Directors. All monetary transactions by the Service Area shall be handled through the CSA Treasurer and then the VRPS Central account.

ARTICLE V  
Central Service Area Board

Section 1: The governing body shall be known as the VRPS Central Service Area Board.

The Board shall consist of:

- A. The elected officers of the Service Area
- B. VRPS Resource Group Liaisons
- C. Service Area Standing Committee Liaisons
- D. Special Committee Liaisons
- E. Treasurer
- F. Past-Chairman

Section 2: Each member of the Board shall serve for one (1) year or until the 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 VRPS Bylaws and Central Service Area Bylaws.

Section 4: The Board shall record minutes of all Central Service Area Board meetings. A Board member may be represented by a "proxy" vote which must be presented to the Board in writing and recognized as the first item on the agenda.

Section 5: The Board shall have the power to fill vacancies on the Board, with the exception of Resource Group Representatives.

#### ARTICLE VI Central Service Area Officers

Section 1: The elected officers shall be Chair, Chair-Elect and Secretary. The officers shall be elected by the Service Area voting membership.

Section 2: The officers of the Board shall perform the duties usually performed by such officers as described in Robert's Rules of Order, Newly Revised, together with such duties as described by Central Service Area Bylaws, or by the VRPS Manual of Procedures.

Section 3: The Chair of the Board shall be the presiding officer for Board meetings and Service Area business meetings; shall call meetings as described in Service Area Bylaws; shall give an annual report at the Service Area Annual meeting; shall appoint, for his term of office, the treasurer and representatives of the VRPS resource groups, standing and special committees, with the exception of the Nominations and Elections Committee; and shall represent Central Service Area at all VRPS Board of Directors meetings.

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 Chair at the expiration of the term of the incumbent; shall create an annual budget and statement of goals and objectives, which shall be submitted at the first Board meeting for approval; and shall coordinate other activities, as directed by the Chair.

Section 5: The Past-Chair shall assume the role of advisor; shall serve as Representative for the Nominations and Elections Committee; and shall be responsible for the orientation of new Board members.

Section 6: The Secretary shall keep original copies of all records of all activities of the Service Area and Board meetings and shall ensure that these are placed in safekeeping.

Section 7: The Treasurer shall use adopted procedures of VRPS for financial control.

Section 8: The Executive Committee shall consist of the elected officers of the Service Area plus the Past Chair.

ARTICLE VII  
Standing Committees and Their Purposes

Section 1: Liaisons for all standing committees shall be appointed by the Service Area Chair as he deems necessary.

Section 2: The standing committees may be: Awards and Citations, Annual Conference, Hershey Track and Field, Legislative, Fundraising, Foundation, Leadership Training Institute, and Senior Games.

*\*Liaisons for standing committees shall not be required to act as official members of the respective standing committee, with the exception that any liaison with the Awards and Nominations committee shall become an official member of the committee.*

Section 3: It shall be the duty of each standing committee and resource group liaison to represent the Service Area at his respective statewide committee meetings and to ensure that the Service Area fulfills its obligations to the VRPS approved plan of action for that committee.

Section 4: Other committees may be created, as deemed necessary. Liaisons of such committees shall be appointed by the Service Area Chair.

ARTICLE VIII  
Voting

Section 1: Each VRPS Central Service Area member, eligible for voting privilege, as determined by VRPS Bylaws, Article X, Section 1, shall be entitled to vote.

Section 2: Each voting member shall have one (1) vote. In case of voting by mail, voting shall be completed thirty (30) days after ballots are mailed and shall be delivered under first class postage.

Section 3: Ballots shall be used at the discretion of the Board.

Section 4: Voting members of the Board shall include the elected officers of the Service Area, as well as Past Service Area Chair, and VRPS Resource Group Representatives.

ARTICLE IX  
Election Procedures and Term of Office

Section 1: A Nominations and Elections Committee shall be overseen by the Past Chair.

Section 2: The Nominations and Elections Committee shall submit a slate consisting of a least one (1) nominee for Chair-Elect and at least one (1) nominee for Secretary.

Section 3: The slate of nominees to fill the positions of Chair-Elect and Secretary shall be presented to Service Area membership for election.

Section 4: The slate of nominees shall be submitted a minimum of thirty (30) days prior to the election.

Section 5: Voting shall be by ballot with a space allocated and marked, "write-in".

Section 6: Ballots shall be returned to the VRPS central office 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 VRPS business meeting.

Section 7: The election shall be completed on one (1) ballot.

Section 8: The newly elected officers shall officially assume office at the start of VRPS business year and shall hold office for one (1) year, or until their qualified successors are elected. Should the secretary leave office prior to the completion of his tenure, the Chair shall appoint a replacement for the balance of the term.

#### ARTICLE X Meetings

Section 1: The Board shall hold at least four (4) official meetings each year.

Section 2: A quorum of the Board shall consist of a majority of the voting members of the Board. The Chair and Chair-elect, at the December meeting, will identify voting members for the upcoming year based on the standing and special committee appointments. The number of voting members may vary each year depending upon the standing and special committee appointments.

Section 3: The annual business meeting shall be held in the third quarter of the year (July, August, September).

#### ARTICLE XI Amendments

Section 1: The Bylaws may be amended with the consent of the majority of the Board at a duly constituted meeting or by mail ballot, under first class postage or electronic voting. The Bylaws are then submitted by the Service Area Chair for VRPS Board of Director's approval.

Section 2: The Bylaws may also be amended by the Service Area voting membership through mail or electronic ballot, at such time as may be deemed necessary by the Board. Approval of amendments must be by a two-thirds (2/3) vote of Service Area membership voting on the question.

Section 3: All amendments to the Bylaws shall be published at least thirty (30) days prior to such vote. All Bylaws heretofore adopted which are in conflict with amended Bylaws are hereby expressly rescinded.

Section 4: During the annual review, proposed amendments may be brought forward by the membership for consideration.

ARTICLE XII  
Parliamentary Reference

Section 1: Robert's Rules of Order, Newly Revised shall be the parliamentary reference.

ARTICLE XIII  
Annual Reports

Section 1: Written annual reports shall be submitted to the Service Area Chair by the standing and special committee liaisons. The deadline for submission of the reports shall be determined by the Board or at the discretion of the Service Area Chair.

ARTICLE XIV  
Affirmative Action

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

Amended by the Central Service Area Board on December 6, 2012.  
Adopted by VRPS Board of Directors on January 17, 2013.