

**VIRGINIA RECREATION AND PARK SOCIETY
NORTHERN SERVICE AREA
BYLAWS**

ARTICLE 1

Objectives and Purpose

Section 1: This organization shall be affiliated with the Virginia Recreation Park Society, Incorporated (VRPS) per VRPS Bylaws, **Article XV: Service Areas.**

Section 2: The VRPS Board of Directors will serve to assist and coordinate the efforts of the Service Areas in its primary functions and those other functions as identified by the members.

ARTICLE 3

MEMBERSHIP

Section 1: Any current member (as defined by VRPS Bylaws, **Article IV: Membership**) of VRPS in good standing who resides or works within the boundaries of the Northern Service Area as outlined by the VRPS Board of Directors shall be a member.

ARTICLE 4

Northern Service Area Executive Board

Section 1: The Executive Board shall consist of the following consortium, and shall be known as the VRPS Northern Service Area Board.

- A. The Executive Board members shall consist of five (5) at-large members who are elected by the Northern Service Area membership.
- B. Representatives of agencies in the Northern Service Area. One (1) agency representative attending a meeting will be permitted to vote on matters of the service area.

Section 2: Each member of the Service Area Executive Board shall serve for three (3) years. The term may be extended an additional one (1) year if member is appointed Chair-Elect in the third year of term. Terms shall be staggered.

Section 3: It shall be the duty of the Northern Service Area Executive Board to establish policies and procedures within the scope of the Service Area Bylaws, VRPS Manual of Procedures and VRPS Articles of Incorporation.

Section 4: The Northern Service Area Executive Board shall record minutes of all its meetings.

Section 5: The Northern Service Area Executive Board shall have the power to fill vacancies of the elected at large.

Section 6: The Northern Service Area Executive Committee shall approve an annual budget, submitted by the Northern Service Area Chair and prepared by the Service Area Executive Board which shall then be submitted to the VRPS Board of Directors for final approval.

Section 7: The Northern Service Area Executive Board shall approve all standing and special committee appointees.

Section 8: The Northern Service Area Executive Board shall approve the coordination of the plan of work for all committees within the auspices of the Northern Service Area.

ARTICLE 5

Executive Committee

Section 1: The Executive Committee shall be comprised of the five (5) at-large elected officers, and shall meet between Executive Board meetings or for emergencies. Its actions are ratified by the Board.

ARTICLE 6

Officers

Section 1: Officers of the Northern Service Area

- C. The Executive Committee shall consist of five (5) elected at-large Board members in good standing with VRPS. Following the ratified election, the officers shall elect from within the Board, the following: Chair, Chair-elect, Recorder, Treasurer, and Communications Liaison.
 1. Chair – A one-year term beginning January 1. Responsibilities include:
 - a. To determine election procedure for officers.
 - b. To be represented at every Board of Directors meeting and state Committee meetings where applicable.
 - c. To solicit membership input on Society and Service Area and to communicate such to the Board of Directors.
 - d. To provide ongoing professional development through the Service Area to members and at the annual conference programs.
 - e. To maintain, solicit and build membership within the Service Area.
 - f. To communicate regularly with the officers of the Society through written reports at each Directors meeting. Each of the reports should specify the

accomplishment of tasks and identify problem areas that the Board of Directors should be informed of.

2. Chair-elect – A one year term beginning January 1; Eligibility: at least 1 year of service on the Board
 - a. Serve in the absence of the Chairperson and assume the office of Chairperson if a permanent vacancy occurs
 - b. Attend Board and membership meetings also VRPS Board of Directors meetings when possible.
 - c. Assist chairperson when needed.
3. Recorder – A one-year term beginning January 1. Responsibilities include:
 - a. The secretary shall record and distribute minutes of the meetings.
4. Treasurer – A one-year term beginning January 1. Responsibilities include:
 - a. Provide Service Area financial information to the Board.
 - b. Serve as a liaison between the Service Area Board and VRPS Central Office as it relates to expense and revenues of Service Area events.
5. Communications Liaison – A one-year term beginning January 1. Responsibilities include:
 - a. To submit information and news to Virginia Parks and Recreation Magazine.
 - b. To communicate Society and Service Area news periodically to the membership.
 - c. To maintain current membership lists and listserve.
 - d. Maintain the Area's web page.

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

Section 3: The recorder shall keep original copies of all records and activities of the Northern Service Area and ensure that the records are placed in safe keeping. Minutes of the meetings shall be distributed at the following meeting.

Section 4: The treasurer shall act as Financial Officer for the Service Area in keeping with adopted procedures of financial control by VRPS.

Section 5: During the time that the Executive Board does not meet, the Executive Committee may act on receipt of a written request from a Northern Service Area member. A decision is to be based on a majority of the Executive Committee.

Section 7: Any decision made by the Executive Committee is to be reported by the Chairperson at the next regular meeting of the Executive Board.

ARTICLE 7

Committees

Section 1: The Northern Service Area Executive Board shall determine standing and special committees as deemed necessary in the interest of the Northern Service Area.

ARTICLE 8

Ballot Voting

Section 1: Easy service area member shall be eligible to vote provided that the member is in good standing as established in Article 3, Section 1.

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

Section 3: Secret ballots shall be used at the discretion of the Service Area Committee for voting concerning the society and/or service area matters.

Section 4: The five members of the Northern Service Area Board and one representative per agency are eligible to vote on society and/or service area matters. A quorum shall be 7 provided at least three (3) elected officers are present.

ARTICLE 9

Election and Term of Office

Section 1: The Chair shall appoint a member in good standing to serve as chair of the Nominating Committee. That chair will appoint two members in good standing to serve on the Nominating Committee.

Section 2: The committee shall prepare a slate of candidates to serve on the Board of Northern Service3 Area to fill any of the five expiring positions.

Section 3: The slate of candidates shall be submitted to the membership a minimum of thirty (30) calendar days prior to the election. The nominee must be a member if VRPS in good standing.

Section 4: Voting shall be by ballot with a space allocated and marked "write in".

Section 5: The nominee or candidate who receives the plurality vote will be declared the winner of the elected office.

Section 6: Sealed ballots shall be returned to the service area chairperson of the Nomination and Elections committee sixty (60) days prior to the opening session of the annual conference. Results will be announced by the opening session of the Annual Conference.

Section 7: The members so elected shall assume office at the start of the Society's business year and shall hold office for two years with staggered terms. If a member is unable to complete their term the board will appoint a replacement to complete the term of office.

ARTICLE 10

Meetings

Section 1: The Northern Service Area Executive Board shall hold at least four (4) official meetings a year and the service area chairperson shall distribute an agenda to the members of the Board and agency representatives prior to each meeting.

Section 2: A Board meeting must have at least three (3) members of the Executive Committee present to transact business.

Section 3: The Northern Service Area will hold a business meeting for the entire membership of the Northern Service Area annually.

ARTICLE 11

Amendments

Section 1: The Bylaws may be amended with a consent of two-thirds (2/3) vote of the Service Area Board at a duly constituted meeting and then submitted to the VRPS Board of Directors for approval.

Section 2: The Bylaws also may be amended by the voting membership by mail ballot at such time as may be designated by the Northern Service Area Board. Any approval of amendments must be by two-thirds (2/3) vote of the Service Area membership voting on the issue.

Section 3: All amendments of the Bylaws shall be published thirty (30) days prior to such vote. Where the Bylaws conflict with those of VRPS and Articles of Incorporation, they are hereby, rescinded.

Section 4: The procedure for membership to initiate an amendment is to present to the Northern Service Area Executive Board the signatures of at least twenty-five of the voting membership of the Service Area who support the amendment.

ARTICLE 12

Parliamentary Reference

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

ARTICLE 13

Annual Reports

Section 1: Written or verbal annual reports shall be presented to the Chairperson by the following: Service Area Treasurer and committee representatives. The deadline for the reports shall be established by the Service Area Chairperson.

Section 2: Service Area Chairperson should submit a summary report (annual report) of the status of the area to the VRPS Board of Directors at the last meeting of the business year. Each Service Area must keep accurate financial records and minutes of the organizational meeting,
Article IV C 2 Manual of Procedures.

ARTICLE 14

Non-Discrimination

Section 1: The Northern Service Area shall not discriminate in any manner against any person by reason of race, gender, age, national origin, religious or political affiliation or disability.

REVISED OCTOBER 12, 2003

APPROVED BY VRPS BOARD OF TRUSTEES ON NOVEMBER 20, 2003

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NORTHERN SERVICE AREA BOARD APPROVED REVISIONS JANUARY 9, 2006

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