

# **Hudson Valley Leisure Services Association Constitution and By-Laws**

Approved by the Board of Directors 1/13/11

## Article I – Name

Section 1 – The name of this organization shall be the Hudson Valley Leisure Services Association. The Association is affiliated with the New York State Recreation and Parks Society, Inc., and are advocated/supporters of the National Recreation and Park Association as well as the New York State Therapeutic Recreation Association Inc.

## Article II – Objectives

Section 1 - The aims and objectives of this Association are as follows:

- a. To unite in one association all professionals and paraprofessionals with common interests in Inclusive Recreation. (Inclusive Recreation shall be defined as all facets of the recreation profession; which include but are not limited to: Parks, Leisure, Therapeutic, Education and Commercial)
- b. To stimulate and promote widening interest through the conservation and development of Inclusive Recreation resources in the region.
- c. To further a broader education of the principles and goals of Inclusive Recreation to all people.
- d. To affiliate for the mutual benefit and cooperation with those organizations in similar or related professions
- e. To promote principles and standards for the improvement of Inclusive Recreation and to encourage study and research in the profession.
- f. To function in such a manner as will further the interest of Inclusive Recreation.

## Article III – Membership

Section 1 - Membership is open to professionals, paraprofessionals and students involved in the provision of private, voluntary, and public Inclusive Recreation. The primary service area shall be Dutchess, Orange, Putnam, Rockland, Sullivan and Ulster counties, all located within the State of New York.

Section 2 – These are the following categories of membership:

Associate Membership is open to the following candidates:

- Educators – in a structured setting related to leisure, recreation, parks, outdoor and therapeutic education.
- Municipal/Community – federal, state or local programs encompassing all facets of recreation.
- Therapeutic – serving people with varying levels of ability
- Commercial – organization or industry which provides recreation services/products.

Student membership is open to full time (12 credit minimum) students majoring in Parks, Recreation, Leisure and/or Therapeutic Recreation.

Commission Board is open to all candidates who serve our profession in appointed and capacities on boards, councils, and/or committees.

#### Article IV – Officers and Management

Section 1 - The officers of the Association shall be President, Vice-President, Secretary and Treasurer. These four officers shall constitute the Executive Committee and shall be elected by a majority vote of the membership.

Section 2 - There shall be a Board of Directors consisting of the Executive Committee, the immediate Past-President and four Members-at-Large.

Section 3 – Members of the Executive Board shall serve for a two-year term.

Section 4 – Nominees for office must be associate members in good standing prior to the meeting at which they are to be elected. (In good standing shall be defined as a fully paid member for one year)

Section 5 – Officers shall be elected to a two-year term of office. Term of office shall begin on June 1 and run for two years ending on May 31. Thereafter, Members-at-Large shall be elected to two year terms to establish alternate terms of office.

#### Article V – Committees

Section 1 – The President, with the approval of the Board of Directors, shall appoint for his/her term of office the following standing committees:

- Membership/Recruitment
- Constitution and by-laws
- Nominations and Elections
- Awards and Scholarships
- Downstate Recreation Conference

Section 2 – Other special committees may be appointed by the President as deemed necessary in the interest of the Association, such as; legislation, Inclusive Recreation updates, etc., and may be filled by the general membership.

#### Article VI – Provisions

Section 1 - In the event of dissolution, all the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government, for a public purpose.

Section 2 - No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, or officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Section 3 – No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal revenue service Code section 501h) or participating in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 4 - Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501 (C) (3) of the Internal revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) or corresponding provisions of any subsequent federal tax laws.

#### Article VII – Amendments

Section 1 – This constitution may be amended by a two-thirds (2/3) majority of eligible members voting at the annual meeting or special meeting called for that purpose. The Secretary, or delegate thereof, who shall conduct the election, must give at least thirty (30) days written notice in advance of submission of any amendment at such meeting.

## **BY-LAWS**

#### Article I – Management

Section 1 - It shall be the duty of the Board of Directors to carry out the policies and instructions of the Association and to take official action between meetings. All official actions of the Board of Directors shall be made known to the membership at the Association's monthly meetings.

Section 2 - Elections of officers will proceed as follows:

- a. The Nominations and Elections Committee will announce a slate at the regular March meeting of the Association.
- b. A ballot will be sent out within ten days after the March meeting to all voting members of the Association.
- c. Officers and Members-at-Large shall be elected at the April meeting by a majority vote of the eligible membership. The votes include all mailed-in votes, as well as voting in person.

Section 3 – If a vacancy should occur, the line of succession to the President shall be the Vice-President, followed by the Secretary, then the Treasurer.

Section 4 – The officers and the Board of Directors are expected to be present at all Executive Board meetings. If an individual member fails to attend, without sufficient reason, a total of three consecutive board meetings in a given fiscal year, he or she will automatically be severed from the board.

Section 5 – The Board of Directors shall have the power to fill vacancies in any said offices for unexpired terms, in cases otherwise not provided for in this section.

Section 6 – The Board of Directors shall follow “Robert’s Rules of Order” to address any area not covered within these by-laws.

## Article II – Officers

Section 1 – President – Shall preside at all meetings of the Association and of the Board of Directors; cooperate fully with all standing committees; represent the association at meetings of vital interest to the Association, as well as other duties outlined in the Constitution and By-Laws.

Section 2 – Vice President - Shall assist the President when called upon; will coordinate the guest lecturers, as well as the CEU's (Continuing Education Units) from an accredited applicable source.

Section 3 – Secretary - Shall be responsible for keeping an accurate record of all business of the Association. He/She shall prepare written minutes of each of the Association's regular and special meetings, and make these available to the membership. He/She shall also perform other duties as referred from the President or Board.

Section 4 – Treasurer - Shall receive and disperse all moneys of the Association, in accordance with the direction of the President and the approval of the Board of Directors. The treasurer shall also maintain a current list of active members, and report this list as needed to the Executive Board and the Membership/Recruitment Committee.

## Article III – Meetings

Section 1 - Regular meetings of the Association shall be held on the last Wednesday of the Month from September to May. Regular meetings of the Association will not be held in June, August or December. There will be a minimum of six (6) membership meetings per fiscal year.

Section 2 - Special meetings of the entire membership may be called by the President with the concurrence of the majority of the members of the Board of Directors. At least three days notice shall be given.

Section 3 - The meetings of the Board of Directors shall be held at the request of the members of the five members of the Board of Directors.

Section 4 – The annual meeting of the Association shall take place at the April meeting at which time the new officers and members of the Board of Directors shall be elected and the Chairperson of standing committees shall submit their annual reports.

Section 5 – The May meeting of the Association shall be the annual awards program and include the installation of all new officers and members of the Board of Directors.

Section 6 – There are no quorum requirements for a membership meeting. A quorum for Board meetings shall be one more than half of its members.

## Article IV – Membership

Section 1 – Dues – The annual dues of the Association are due at or after the beginning of fiscal year. The fiscal year is June 1 to May 31. The association dues are as follows:

Associate - \$25

Student - \$15

Commission Board - \$40

Membership Deluxe - \$95 (Dues and eight (8) luncheons)

Section 2 – A qualified individual who is not involved within the primary service areas shall be eligible for membership upon the approval of the Board of Directors.

#### Article V – Committees

Section 1 - Chairmen of the standing committees shall be chosen by the President with the approval of the Board of Directors. Each committee shall be responsible to the President and may not incur financial or policy obligations without the approval of the Board of Directors. Committees shall be free to determine the criteria to govern their actions so long as they act within the policies of the Association.

Section 2 – Duties of the standing committees are as follows:

- a. Membership/Recruitment—shall solicit and encourage personnel in Inclusive Recreation to become members of the Association in line with membership policy. This committee shall submit bills to the members for payment of dues two months prior to the start of a new fiscal year. It shall also advise a member whose dues have not been paid two months after the beginning of the fiscal year that he or she will be dropped from the membership roll upon failure to make payment of dues within thirty days of notification.
- b. Constitution/By-Laws—shall study the Constitution and By-Laws in the light of the needs and practices of the Association, and shall make recommendations for amendments and revisions to the Constitution when necessary.
- c. Nominations/Elections—shall present a slate of officers to be voted on as provided by this Constitution and By-Laws, in accordance with whatever offices are to be filled, at the regular March meeting of the Association. No person shall be nominated for office without his or her consent. This committee shall also conduct the annual elections for the Association at the regular April meeting. Members of this committee do have the option of resigning as needed to accept nomination for office when there exists a contested election for that office.
- d. Awards/Scholarships—shall present annually to the membership for recognition those organizations, volunteers and professionals deemed worthy. It shall determine and recommend to the Board of directors the type of award to be bestowed or other type of recognition as may be appropriate. The committee shall encourage members to make suggestions regarding those who have made outstanding contributions to some area in Inclusive Recreation. The committee annually selects scholarship recipients from among those qualified nominees. This committee shall also notify the Board of Directors of members entitled to professional service awards for 10, 15, 20, etc. years of service in the Inclusive Recreation Profession. The annual awards and scholarships as determined by the committee are presented at an Awards program at the regular May meeting of the Association.

Article VI – Meeting Procedure

Section 1 – The order of business at all meetings of the Association shall be as follows:

- a. Introduction and Pledge of Allegiance
- b. Roll Call
- c. Reading and Approval of Minutes
- d. Reports from all officers
- e. Reports of Committees
- f. Old Business
- g. New Business
- h. Presentation of Program
- i. Adjournment

Article VII – Amendments

Section 1 – For amendments to the By-Laws, the power is hereby delegated to the Board of Directors. For adoption of any amendment, two-thirds (2/3) majority of all the eligible members present at a specially designated meeting must vote “yes” for a change. Amendments must be submitted in writing to members of the Board thirty (30) days in advance of the vote.