



SUBURBAN PARK AND RECREATION ASSOCIATION BY-LAWS

Revision: December 5, 2023

Revision: January 10, 2024

Approved by Membership: September 11, 2024

ARTICLE I - THE ORGANIZATION

The name of the organization shall be Suburban Park and Recreation Association, hereinafter referred to as "The Association."

ARTICLE II – MISSION STATEMENT

The Suburban Park and Recreation Association and is an affiliate of Illinois Park and Recreation Association offering opportunities for networking, scholarships and professional development through board and committee service.

ARTICLE III-MEMBERSHIPS

1. Professional Member – Any individual working in a park and recreation agency (public, private, commercial and institutional) and /or with a degree in Parks and Recreation may join the Association as a voting member and may hold office and/or chair a committee.
2. Student/Intern – Students/Interns may join the Association as non-voting members, but may not hold office and/or chair a committee.
3. Vendor Member - Agents/Entertainers/Vendors may join the Association as nonvoting members, but may not hold office and/or chair a committee.
4. Membership Includes: Electronic Member Directory, Electronic Newsletter, an Association T-shirt, member pricing on equipment rental and event participation.
5. Term - Membership shall be for a one-year term beginning January 1-December 31.
6. Membership Dues – Dues are reviewed annually by the Executive Board.

ARTICLE IV- OFFICERS

Section A – Duties of the Officers

The officers of the Association shall be a President, President-Elect, Secretary, Treasurer and Past President. Length of term for President, President-Elect and Past President shall be one (1) year. Secretary and Treasurer shall be two (2) years. The officers of the Association shall comprise the Executive Board.

1. The President shall act as the presiding officer at all meetings of the Association and in conducting the official business of the Association, and shall also serve as Chairperson of the Executive Board. President shall appoint all committee chairpersons. The President will serve as the affiliate IPRA liaison.
2. The President-Elect shall preside over meetings from which the President is absent. And shall also.....
 - a) Become acquainted with the duties of the office of President
 - b) Assist with the conduct of monthly meeting and other affairs of the Association.
 - c) Assume the Presidency at the expiration of the term of the incumbent.
3. The Secretary shall keep accurate minutes of all the business of the Association. The Secretary shall also be responsible for the Executive Board Meeting Agenda, any correspondence and other such duties as may be referred by the President or the Executive Board.
4. The Treasurer shall handle all disbursements for the Association in keeping with the budget approved by the Executive Board, and shall make other expenditures as authorized. In addition, the Treasurer shall make a monthly report of the transactions of the Association for the previous month and the subsequent balance on hand. When requesting a check, the Chairperson and Treasurer or two (2) Executive Board Members must sign the Reporting Form for approval. Upon approval, the Treasurer will sign the check and submit it to the Chairperson. The Treasurer shall retain and file all receipts to protect professional ethics.

Section B – Nomination and Election Procedures

The President shall preside over the nomination/election process.

1. The President will work with the Executive Board and Committee Chairs to submit a slate at the August/September meeting, for an election to be held prior to the November meeting.
2. The President, before announcing such a slate, must secure the consent of each nominee for each office.
3. Candidate Criteria: To be nominated for President and Treasurer, a candidate must, a. been an active member for a minimum of one (1) year, b. served on a committee for a minimum of one (1) year.
4. Voting shall be by secret ballot with space for write-in votes. Candidates will be listed in alphabetical order. The voting period will be open for fifteen (15) days.
5. Persons receiving the highest number of votes for each office shall be declared elected, shall be installed at the January meeting and serve until the next slate is installed. In the event of a tie the President and Past President will select who has been elected.

ARTICLE V- COMMITTEES

Section A – Standing Committees

1. The President shall appoint a Chairperson to the following Standing Committees:
 - a. Membership Committee (1 person committee)
 - b. Communications & Marketing Committee (2 person committee)
 - i. Website Sub-Committee (1)
 - ii. Marketing Sub-Committee (1) (i.e. E-newsletter & Social Media)
 - c. Scholarship Committee (3 person committee consisting of Executive Board members only)
 - d. Sponsorship Committee (1 person committee)
 - e. Rentals Committee (3 person committee) (i.e. timing system, bounce house, t-shirt launcher, projector/screen)
 - f. Social & Networking Committee (4 person committee)
 - i. Showcase Sub-Committee (2)
 - ii. Member Relations Sub-Committee (1)
 - iii. Athletic Sub-Committee (1)
2. The Chairperson of each Standing committee shall select the committee members from within the Association.
3. Any Professional Member in good standing is eligible to serve or chair a committee.
4. It is the duty of each Standing Committee to carry out the functions of their committee as interpreted by the President and the Committee Chairperson or as indicated in the By-Laws.
5. It is understood that the Standing Committee Chairperson will attend and/or report at all scheduled monthly board meetings following their appointment.
6. Any Standing Committee Chairperson not attending three (3) or more monthly meetings during a one-year period (January 1-December 31) may, at the discretion of the President, be removed from their position.

Section B – Ad Hoc Committees

1. The President shall have the authority to appoint Ad Hoc Committees as deemed necessary.
2. Any Professional member in good standing is eligible to serve on an Ad Hoc Committee.
3. It is the duty of each Ad Hoc committee to carry out the functions of their committee as interpreted by the President and committee Chairperson.

ARTICLE VI – CONDUCT OF MEETINGS

Section A-Order of Business

The order of business at regular meetings of the Association shall be as follows:

Call to Order Introductions
Presentation & Approval of Minutes
Presentation & Approval of Treasurer’s Report
President’s Report
Correspondence
Committee Reports
Unfinished Business
New Business
Announcements
Adjournment

Section B- Resolution and Minutes in Writing

All resolutions and other proceedings of the Association shall be in writing and kept in a regular book of records, open to the membership at all reasonable and proper times.

Section C – Rules of Order

Roberts Rules of Order shall govern in all questions or procedures not otherwise provided herein.

Section D – Voting

A quorum of the Executive Board Members and Committee Chairperson must be present for a motion to be presented and voted on. The yeas and nays shall be taken upon the passage of all motions and upon all propositions to create any liability, or for the expenditure of appropriation of money and in all cases, at the request of any Professional member in good standing and shall be entered upon the minutes of the proceedings.

ARTICLE VII – AMENDMENTS

The By-Laws may be amended through ballot by a two-thirds majority of the professional membership in good standing, returning ballots, providing that at least fifteen (15) days of notice of such amendment has been given to the members entitled to vote and that a discussion of the proposed amendments be on the agenda of the monthly meeting prior to the vote.