

ALABAMA RECREATION AND PARKS ASSOCIATION
DISTRICT FIVE
CONSTITUTION AND BY-LAWS
Adopted December 6, 1977
Revised June 6, 2002

ARTICLE I NAME

SECTION 1. The name of this organization shall be the Alabama Recreation and Parks Association District FIVE.

ARTICLE II AFFILIATION

SECTION 1. District Five is an Association of the Alabama Recreation and Parks Association and as geographical area comprises the East Central Section of the State. As all districts, District Five, is designated by the ARPA Board of Directors.

ARTICLE III OBJECTIVES

SECTION 1. The objectives of the District are as follows:

- A. To improve and expand public recreation.
- B. To unite into one organization all ARPA Recreation and Parks agencies and members.
- C. To contribute to the maintenance of the highest standards of recreation and leisure services in Alabama through the functions of the district.
- D. To promote and provide in-service training for district members.
- E. To coordinate activities on districts level and promote statewide competition.
- F. To promote and expand recreation and leisure services.
- G. To inform the membership about public recreation at district, state and national levels.
- H. To promote fellowship among its members.
- I. To promote desirable Recreation legislation.
- J. To work cooperatively with other groups interested in recreation.
- K. To inform the public of trends and values of public recreation.

ARTICLE IV MEMBERSHIP

SECTION 1. District Five shall consist of all recreation agencies and professionals within the district who are members in good standing of both District Five and the State ARPA.

ARTICLE V OFFICERS

SECTION 1. The officers of this district shall be a Chairperson, Vice-Chair, Secretary and a Treasurer who are active professional members of ARPA.

SECTION 2. The active professional members of District Five shall elect the Chairperson, Vice-Chair, Secretary and Treasurer. The Chair-Elect shall roll over to become Chair at the end of the Chair's 2-year term.

- SECTION 3. Elections for District Five shall be held on even numbered years at least thirty days prior to the annual Association Conference. The district shall submit to the incoming Association President the new slate of officers.
- SECTION 4. The District Executive committee shall be composed of the officers and the designated State Committee Representatives.
- SECTION 5. In the event of a District Office becoming vacant, it shall be filled immediately by the District Executive Committee.

DISTRICT BY-LAWS

ARTICLE I DISTRICT YEAR

- SECTION 1. The District Fiscal Year shall coincide with that of the Alabama Recreation and Parks Association.

ARTICLE II MEMBERSHIP

- SECTION 1. Membership in District Five shall consist of the Active Professional, Associate, Student, Retiree, Commercial Affiliate and Honorary members of ARPA who work within the geographic boundaries of District Five.
- SECTION 2. Term of membership will be the same as specified in the ARPA by-laws.
- SECTION 3. Agency District dues shall be \$50.00.

ARTICLE III DISTRICT EXECUTIVE COMMITTEE

- SECTION 1. The District Executive Committee shall consist of the Chairperson, Vice-Chair, Secretary, Treasurer and District members on designated State Committees, which are:

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| a. Recreation Sports | f. Awards |
| b. Publicity and Publications | g. Membership |
| c. Aging | h. Therapeutics |
| d. Ethnic Minorities | i. Public Policy |
| e. Education | j. Professional Development |
| | k. Marketing |

- SECTION 2. The District Executive Committee shall manage the affairs of the District during the interim between meetings and shall meet upon the call of the chair. A quorum shall consist of a majority of the membership of the Committee.
- SECTION 3. The District Executive Committee shall have the authority to fill vacancies in the offices of the Chairperson or Vice Chair. Said vacancy shall be filled within 30 days.
- SECTION 4. The District Chairperson shall represent the ARPA in assisting communities to establish a recreation program. He/She will be the spokesperson for ARPA in District Five in aiding and suggesting program ideas, resources and facilities.
- SECTION 5. The District Chairman shall work with members in the District in conducting workshops and learning situations for members of the district.
- SECTION 6. The Vice-Chair shall have the responsibility of coordinating the work of all the committees.

SECTION 7. The Vice-Chair shall preside in the absence of the Chairperson or in the event of a vacancy in the Chairperson's office and shall perform those duties until the office is filled as prescribed in these by-laws.

SECTION 8. The Secretary shall take the distribute the minutes of all District Meeting and District Executive Committee Meetings.

SECTION 9. All checks must be co-signed by the Chairperson and the Treasurer.

SECTION 10. Checks may be issued by the District Treasurer and Chairperson in the amount not to exceed \$250.00 in the interim between meetings of the membership for official district business.

ARTICLE IV **NOMINATIONS AND ELECTIONS**

SECTION 1. The Nominating Committee shall consist of five members, none of which will be an officer of the District. The District Chairperson shall appoint this Committee at the start of the Chairperson's second year.

SECTION 2. The Nominating Committee shall prepare a slate of candidates containing two nominations for each office of Vice-Chair, Secretary and Treasurer and shall notify the district membership of nominees. Nominations may also be taken from the floor the day of election and also place on the ballot.

SECTION 3. The procedure and time schedule for the nomination and election of the District Five Officers shall be as follows:

- A. October 1-15 – District Nomination Committee meets to select candidates.
- B. November 5 – District membership is notified of nominees for office.
- C. December – At the District meeting, in addition to the nominees presented for each office by the Nomination Committee, nominations will be accepted from the floor to be placed on the ballot.
- D. Eligible voting members will then vote by ballot.
- E. The votes shall be tabulated by the Nominating Committee and new officers announced.

ARTICLE V **STANDING COMMITTEES**

SECTION 1. The district shall elect district representatives to all the ARPA standing committees listed below for a two-year period. The district representative to the State committee shall serve as chairperson to the same district level.

SECTION 2. The District Chairperson and his/her committee chairperson shall select membership on the committee. The District Chair shall select the District Recreation Sports Chair and the State Recreation Sports Chair chooses the At-Large Recreational Sports member.

SECTION 3. The following State standing committees shall also be standing committees of District Five. Other standing committees can be added as deemed necessary by the District Chair or District membership.

- a. Recreational Sports
- b. Publicity and Publications
- c. Aging
- d. Ethnic Minorities
- g. Membership
- h. Therapeutics
- i. Public Policy
- j. Awards

e. Education

k. Professional Development

f. Marketing

l. Long Range Plans

m. Marketing

SECTION 4. The duties of these committees shall be basically the same as outlined in the ARPA by-laws.

SECTION 5. Immediately after appointments to committees have been made, the Chair of each committee shall call a meeting at which time they will discuss the goals established by the State Committee and adopt goals for District Five.

SECTION 6. Such other committees as are deemed necessary in the interest of the district may be appointed by the Chair.

ARTICLE VI **MEETINGS**

SECTION 1. The District shall hold meetings at least quarterly and more often as deemed necessary. Ideally the District Meeting should precede the ARPA Board of Directors Meeting so that the Chair can receive input on Board agenda items. The Chair may call special meetings with the majority of the Executive Committee, or the majority of the membership represented by at least five agencies.

SECTION 2. Agencies within the District may volunteer to host the meetings and the Chair shall approve time, date and send notices to all District members.

SECTION 3. The membership in attendance shall constitute a quorum for the transaction of business provided that at least four agencies are represented.

ARTICLE VII **AMENDMENTS**

SECTION 1. The by-laws may be amended at any meeting provided that a majority of four or more agencies within the District, who have paid their annual district dues are present or as specified in the District Constitution.

ARTICLE VIII **PARLIAMENTARY REFERENCE**

SECTION 1. Robert's Rule of Order shall be the parliamentary reference on all questions not specifically stated in the District Constitution and by-laws.