

BYLAWS

ARTICLE I. NAME

The name of this Association shall be the National Association of Recreation Resource Planners (NARRP).

ARTICLE II. NONPROFIT STATUS AND PURPOSE

NARRP is a 501(c)(3) nonprofit organization incorporated in the state of Minnesota. Said corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III. MISSION AND OBJECTIVES

The recreation resource planning profession works to protect natural and cultural resources while providing sustainable recreation access. It is dedicated to the proposition that the welfare of the Nation's citizens and visitors, communities, environment, and economy will be enhanced through opportunities for the public to experience and enjoy the Nation's lakes, rivers, forests, wilderness, open space, greenways, parks, marine preserves, wildlife refuges, historic sites, heritage areas, and other special outdoor places.

The mission of the Association is to advance the recreation resource planning profession. The objectives of the Association are to (a) provide a professional support network for recreation resource planners across the nation, (b) serve as a conduit for information and technology transfer, (c) advance educational and professional development, and (d) promote the scholarship and advancement of students and young professionals.

ARTICLE IV. MEMBERSHIPS AND DUES

Section 1.

Membership in the Association shall be open to persons or institutions having an interest in recreation resource planning or related natural resource or tourism planning. Categories of membership are:

1. Individual
2. Institutional
3. Student/Retiree

The Board, upon special request and demonstration of financial need, may grant a fee waiver or reduction.

Section 2.

Dues for membership in the Association shall be set by the Executive Board to ensure fiscal soundness of the organization.

The Executive Board, as defined in Article V, Section 3, shall have the authority to raise membership dues to ensure the fiscal soundness of the organization. The Board shall not raise membership dues more than 10% in any given year unless approved by a two-thirds majority of the NARRP membership voting in a ballot measure.

Institutional members may designate two or more persons to receive full voting privileges and individual membership benefits.

Membership shall be active for one year from the month payment is received. Members will be notified when their membership has lapsed.

**ARTICLE V.
BOARD OF DIRECTORS, EXECUTIVE BOARD AND OFFICERS**

Section 1.

The Board of Directors of the Association shall consist of the officers and six at-large members.

Section 2.

A quorum of the Board of Directors is composed of a minimum of six Board members present at a meeting. Once a quorum is reached, a motion may pass with a simple majority of those present.

Section 3.

The Executive Board of the Association shall be a President, two Vice Presidents, Secretary, and Treasurer; and shall perform the duties prescribed by these bylaws and parliamentary authority adopted by the Association. A quorum of the Executive Board is reached when a minimum of three Executive Board members are present at a meeting. The Executive Board may be convened at the call of the President to make decisions or take actions in a timely manner or when the President determines that action by the full Board of Directors is not required. Any decisions or actions on the part of the Executive Board shall be reported to the full Board of Directors at the next scheduled Board of Directors meeting and will be subject to review and approval by the Board of Directors.

Section 4.

Candidates for the Board of Directors of the Association shall be proposed, at least six weeks preceding the Association Annual Meeting, by a Nomination Committee appointed by the President. The Nomination Committee will be chaired by the Vice President for Operations and will consist of two or more additional members of the Board. Executive Board candidates must be Association members for at least one year, unless accepted by the current Board of Directors.

Election of the Board of Directors will be held at the Annual Meeting by written ballot. The winners shall be those candidates receiving the greatest number of votes from the Association's members.

The Secretary shall provide ballots to the membership at least two weeks prior to the Annual Meeting. In the event of a tie there will be a secret ballot vote by the Board of Directors, excluding any members of the Board of Directors under consideration for the contested office, with the winner being determined by simple majority. In the event that there is still a tie, balloting by the Board of Directors will continue until a winner has been determined.

Should an open Board position not be filled during the annual election, the Board shall elect a replacement by majority vote.

Section 5.

Members of the Board of Directors shall serve for two years or until their successors are elected, and their term of office shall begin at the close of the Annual Meeting in which they are elected.

Section 6.

No member shall hold more than one office at a time.

Section 7.

Any member of the Board of Directors desiring to resign from the Board shall submit his/her resignation in writing to the Secretary, who shall, in turn, present it to the Board. The Board shall elect a replacement by a majority vote to serve for the remainder of the term.

**ARTICLE VI.
DUTIES OF THE BOARD OF DIRECTORS**

Policies governing the detailed responsibilities of each position shall be determined by the Board of Directors.

Section 1.

The President shall be the presiding officer of the Association. The President may appoint standing or temporary committees and call meetings of the Board of Directors or the Executive Board to conduct the business of the Association. The President shall chair the annual audit. The President will serve a two-year term commencing in odd-numbered years.

Section 2.

The Vice President for Operations, in the absence of the President, shall discharge the duties of the President. The Vice President for Operations is responsible for oversight and coordination of committee activities and administration of the association. The Vice President for Operations will serve a two-year term commencing in odd-numbered years.

The Vice President for Development is responsible for oversight of fundraising, conference planning and scholarship functions. The Vice President for Development will serve a two-year term commencing in even-numbered years.

Section 3.

The Secretary shall keep a correct record of all proceedings of meetings of the Board of Directors and the Executive Board. The Secretary shall submit a written summary of Executive Board meetings and Board of Directors' meetings to the Board of Directors in a timely manner. The Secretary, in the absence of the President and Vice President, shall discharge the duties of the President. The Secretary will serve a two-year term commencing in even-numbered years.

The Secretary has oversight responsibility for the Association communications, which include, but are not limited to: newsletters, annual report, press releases, member emails, conference request for proposals and registration materials, election ballots, and annual awards information.

Section 4.

The Treasurer oversees the management of the organization's finances. He/she shall keep an accurate account of all financial transactions of the Association, shall be custodian of all funds, and shall disburse them as approved by the Board of Directors. He/she shall provide periodic reports to the board regarding account balances, and shall prepare a detailed financial report at the close of the fiscal year. The Treasurer is also responsible for filing the appropriate forms with the IRS. The Treasurer will chair the Finance Committee. The Treasurer shall serve a two-year term commencing in odd-numbered years.

Section 5.

At-large members shall serve a two-year term, with half of the at-large members commencing their terms in odd-numbered years; and half commencing their terms in even numbered years.

ARTICLE VII. MEETINGS

Section 1.

A Business Meeting open to all members of the Association shall be held annually at a place selected by the Board of Directors. The purpose of the Annual Business Meeting shall include the installation of officers, the presentation of annual awards, the receipt of reports from officers and committees, and any other business that may be brought before the Association.

Section 2.

Special meetings of the membership may be called by the President, the Board of Directors, or on written request to the President signed by at least fifteen members of the Association. The purpose of the meetings shall be stated in the requests and at least thirty days notice must be given except in cases of extreme urgency.

Section 3.

Those members of the Association present at an Association meeting shall constitute a quorum. A simple majority vote of members present is required to approve actions.

Section 4.

The Board of Directors shall have general supervision of the affairs of the Association between Annual Meetings, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the order of the Association.

ARTICLE VIII. ADVISORY POSITIONS

Non-voting advisory members may be appointed by the President to represent federal agencies or other organizations or groups, subject to approval by the voting members of the Board. Advisors shall serve as a point of contact with the organization, and will facilitate communications between NARRP and his/her organization.

ARTICLE IX. COMMITTEES

The following committees shall be standing committees:

Audit Committee: Chaired by the President. The committee will audit the financial records.

Awards Committee: Chaired by the Vice President for Development. The committee will recommend nominees for the Association's award categories.

Conference Committee: A Conference Chairperson will be appointed by the President. The Conference Chair will organize the Annual Conference in conjunction with the Annual Meeting. The Conference Chair is a non-voting board member.

Finance Committee: Chaired by the Treasurer. The committee will be responsible for developing annual budgets and fiscal policy.

Membership Committee: Chaired by the Vice President for Operations. The Membership Committee shall keep an accurate account of the membership and provide the membership a current membership listing once per year. In the absence of the committee, the Treasurer will assume these duties.

Nomination Committee: Chaired by the Vice President for Operations. The committee nominates officers and at-large Board Members for Association elections.

Development Committee: Chaired by the Vice President for Development. The committee manages financial growth and scholarship programs.

Additional committees may be created and dissolved by the Board of Directors.

**ARTICLE X.
AUDITS**

Each year the President, with the approval of the Board of Directors, will chair a three-member committee to audit the Association's financial records from the previous year. The audit committee shall report their findings in writing, to the Board of Directors. Such audit shall be made a permanent record and shall be made available to the membership.

**ARTICLE XI.
PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Newly Revised shall govern the Association in all situations not inconsistent with these bylaws and any special rules of order the Association may adopt.

**ARTICLE XII.
AMENDMENT OF BYLAWS**

These Bylaws may be amended by a two-thirds vote of members attending the Association Annual Business Meeting, or by two-thirds vote of membership voting on a Board-approved amendment submitted to members by mail or electronic means.

These Bylaws were approved by the membership, and were adopted by the Board of Directors on February 10, 2009.