

General Executive Council Banquet);

(C) A spouse or surviving family of a member who dies during active service; and

(D) Other persons or organizations when deemed appropriate by the Board of Directors of this Association.

**Subsection 1.2** Approval. Authorization for preparation and presentation of commemorative plaques to persons or organizations listed under Subsection 1.1-D shall require a two-thirds majority vote of the Board of Directors.

**Subsection 1.3** Responsibility:

(A) Directors. Each Director shall be responsible for preparing and presenting plaques to persons as assigned by the President.

(B) Honorary Member Committee Chair. The Honorary Member Committee Chair shall be responsible for preparing and presenting plaques to Honorary Members.

(C) Members at Large. It shall be the responsibility of members at large to provide the Board of Directors with information regarding pending or recent retirements of Active members and recommendations for presentation of Commemorative Plaques to persons or organizations as listed in Subsection 1.1-D.

(D) President. The President shall be responsible for preparing and presenting plaques to persons or organizations listed in Subsection 1.1-D after receiving approval from the Board of Directors.

**Subsection 1.4 Format and Description of Plaque**

(A) Each Commemorative Plaque shall consist of a CSPRA etched metal plate emblem and an engraved brass plate with appropriate wording, mounted on a backing or base of an appropriate material.

(B) Each plaque shall be accompanied by a letter expressing an appropriate message from the Association. Each letter shall be signed by the President.

**Subsection 1.5** Record of Plaques Presented. Members responsible for presenting plaques as listed in Subsection 1.3 shall forward information to the Association Historian regarding each presentation.

This information shall consist of the name of the plaque recipient, the date presented, and the wording on the engraved brass plate. A copy of the accompanying letter shall also be included.

**Section 2.** Certificates of Appreciation.

**Subsection 2.1** Persons and Organizations Eligible. Certificates of Appreciation may be presented to individuals or organizations that have made a significant contribution toward fulfilling the purposes or objectives of the Association.

**Subsection 2.2** Authorization for presentation of Certificates of Appreciation shall require a majority vote of the Board of Directors.

**Subsection 2.3** Format and Description. The Certificate of Appreciation shall be in a format approved by the Board of Directors.

**Subsection 2.4** Each Certificate of Appreciation shall be accompanied by a letter expressing the accomplishments of the individual or organization. Each letter shall be signed by the President. In order to maintain a complete file of recipients, a copy of each letter will be forwarded to the Historian.

**Section 3.** The Association Historian shall maintain a complete file of the above information.

disseminate the minutes of the Association's Board Meetings; and complete and file other reports as necessary.

**Section 6. Treasurer.** The Treasurer oversees the accounts of the Association, provides payment for the Executive Manager's fees and expense claims, oversees the financial records, prepares the annual budget proposal with the Executive Manager, and shall be the custodian of funds and securities for the Association.

**Section 7. Director.** The Directors shall be responsible for the following duties:

(A) Supervise the promotion of and adherence to the objectives of the Association.

(B) Endeavor diligently to keep members in good standing, and advise the Executive Manager of any changes in membership.

(C) Represent the President when requested.

(D) Represent the membership at meetings of the Board of Directors.

(E) Participate in committee meetings at the request of the President.

**Section 7. Absence.** Any member of the Board of Directors unable to attend a meeting shall, in a letter addressed to the President or Secretary, state the reason for his/her absence. If a director is absent from two (2) consecutive meetings for reasons that the Board has failed to declare to be sufficient, his/her resignation shall be deemed to have been tendered and accepted.

**Section 8. Resignation or removal -** Any director may resign at any time by giving written notice to the president, the secretary/treasurer, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the president of the Board. Any director may be removed for cause by a majority vote of the Board at any regular or special meeting.

#### **Article IX (Bylaws) Committees**

**Section 1. Ways and Means.** The Ways and Means Committee shall report to the General Executive Council on the status of the Association's financial condition and offer a budget for the next fiscal year. The budget will be printed in the Newsletter at least

30 days prior to the annual General Executive Council. The committee will prepare an annual financial statement and have it printed in the August Newsletter.

**Section 2. Other Committees.** As provided in the Constitution, the President may appoint such other committees as may be necessary for the business of the Association. Committees appointed by the President and approved by the Board shall take action and shall report in a manner prescribed at the time of appointment; provided however, reports of all committees shall be presented in writing at the General Executive Council.

**Section 3. Committee Appointments.** All committee chair & member appointments will terminate with the adjournment of the annual GEC. Persons who have served on committees as members or as chairs may be re-appointed where continuity is of primary importance.

#### **Article X (Bylaws) Finances**

**Section 1.** Dues shall be the principal means of revenue for the Association. No assessments or special levies against membership are to be permitted.

**Section 2.** Within the funds available CSPRA shall reimburse the cost of travel and incidental expenses by Officers, Directors and committee members for attendance at all CSPRA meetings they are required to attend. CSPRA shall authorize reimbursement for any expense incurred in carrying out the objectives of the organization as requested by the Board and/or president.

**Section 3.** Within the funds available, the Board of Directors shall set an expense reimbursement schedule.

#### **Article XI (Bylaws) Commemorative Plaques & Certificates of Appreciation**

**Section 1.** Commemorative Plaques

**Subsection 1.1** Commemorative Plaques shall be prepared and presented to the following individuals:

(A) All Active members upon retirement from the California Department of Parks and Recreation who have been a member for at least five years;

(B) Honorary Members selected after January 1, 1976 (presentation should be made at the annual

**Section 4. Installation of Officers** will take place at the General Executive Council.

**Section 5. Voting between annual elections.**

When a vote of the total membership is required between annual elections, the Board of Directors shall prepare the question and cause it to be stated clearly and legibly on the ballot which shall have a space for "yes" and "no" votes, and which shall state the deadline for returning the ballot and the place to which the ballot must be sent. The Board shall provide means for identification of the voter consistent with the secrecy of the ballot.

**Article VI (bylaws) Order of Business**

**Section 1. General Executive Council.** The order of business at the General Executive Council shall be as far as practical, as follows:

- Call to Order and Pledge of Allegiance
- Roll Call
- Consideration of Minutes
- Report of President
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

**Section 2. Board of Directors and Special Meetings.**

The order of business at the Board of Directors and Special Meetings shall be, as far as practical, as follows:

- Call to Order
- Roll Call
- Consideration of Minutes
- Communications
- Report of Officers and Directors
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

**Section 3.** Robert's Rules of Order, latest edition, is the authority governing proceedings in meetings and conferences of the Association and Board of Directors so far as such rules are not in conflict with the Constitution or Bylaws.

**Article VII (Bylaws) Board of Directors**

**Section 1. Powers.** The Board of Directors has all those powers expressly granted by this Constitution and Bylaws, and also general authority not inconsistent therewith to formulate the program and

administer the affairs of the Association between sessions of the General Executive Council. It shall also have the power between sessions of the Council to interpret and define policies laid down by the Council in areas of circumstances of uncertainty and ambiguity. The Board of Directors may adopt such rules and delegate such powers as it deems expedient, consistent with the Constitution and Bylaws.

**Section 2.** The Board is authorized to contract for furnishing information and service developed in the program of the Association.

**Section 3.** As provided in the Constitution, the Board shall meet twice annually. One such meeting shall be not more than 60 days after the adjournment of the General Executive Council.

**Article VIII (Bylaws) Duties of Officers and Directors**

**Section 1. President.** In addition to the duties specified in the Constitution, the President shall serve as ex-officio member of all committees. At the annual session of the General Executive Council, the President shall render a report of his/her administration with such recommendations as deemed advisable.

**Section 2. Vice President.** In addition to the duties specified in the Constitution, the Vice President is responsible for membership recruitment activities and shall perform such other duties as assigned by the President.

**Section 3. Immediate Past President.** The Immediate Past President is an advisor to the President and the Board of Directors.

**Section 4. Executive Manager.** The Executive Manager, in addition to duties specified in the Constitution: (a) maintains a correct record of the General Executive Council; (b) serves as custodian of the Association's records; (c) supervises the keeping of financial records, pays bills, maintains the accounts of the Association, collects money owed to the Association and processes membership applications and changes of address, etc.; (d) processes mailing of the Newsletter, and other mailings to the members; (e) Prepares annual budget proposal with the Treasurer; and (f) performs other duties as may be assigned by the Board.

**Section 5. Secretary.** The Secretary shall notify the Board of meetings; provide an agenda and relevant attachments for the meetings; record, prepare and

#### **Article IV (Bylaws) Limitations**

**Section 1.** Neither the annual General Executive Council, Board of Directors, nor any committee, agency, officer, or member shall take any action which is incompatible with the objectives of the Association.

**Section 2.** The Association is politically non-partisan. No action may be taken or sanctioned by the organization or any member acting in an official capacity as a representative of the Association which relates to the support of or opposition to the political candidacy of any individual or group of individuals or to the preferment of any political party.

**Section 3.** No committee, officer, or member shall take any action or make any recommendation relating to ballot propositions implying support or opposition by the Association, unless approval is first obtained from the General Executive Council if it is in session or from the Board of Directors if the General Executive Council is not in session.

**Section 4.** No debt shall be incurred in excess of funds in the treasury of the Association.

**Section 5.** The budgetary allotment for any activity shall not be exceeded except by approval of the Board of Directors and on transfer by it from other allotments.

**Section 6.** No members claiming to be aggrieved by any action of the Association or by any officer or other representative of the Association or by any officer or other representative of the Association shall be denied the right of petition to the Board of Directors and thereafter an appeal to the annual meeting of the General Executive Council.

**Section 7.** No member shall solicit contributions in the name of the Association or in such manner as to imply endorsement by the Association, unless first approved by the Board of Directors.

**Section 8.** Acts of the annual General Executive Council in conflict with the provisions of this Constitution and Bylaws are void.

#### **Article V (Bylaws) Elections**

**Section 1.** Eligibility for office. Any Active, Active Retired or Professional Development member is eligible to hold any elective office in the Association provided he/she expresses willingness in writing to serve if elected.

**Section 2.** A majority of members voting, ignoring blank votes, is required to decide an election. If no candidate receives a majority, a new ballot shall be taken immediately and limited to the several candidates having the same highest vote, or to the one having the highest and the one or more having the next-to-highest vote on the preceding ballot. An exception to this rule is made in the election of Directors. In the election of Directors a plurality of the votes cast are needed to elect. Runoffs will be held in cases of a tie for one of the directors' offices.

**Section 3.** Election of Officers. During the month of October there shall be a meeting of a Committee on Nominations composed of the Immediate Past President as Chair and five Active, Active Retired or Professional Development members appointed by the Chair. The Committee on Nominations shall hold an open meeting at which time any Active, Active Retired or Professional Development member of the Association may appear on behalf of any candidate. The meeting and place shall be set by the Chair and publicized at least 10 days to its convening. As provided in the order of business, the committee on Nominations shall place in nomination one or more candidates for the office of President and two Directors in odd-numbered years and Vice President, Secretary, Treasurer and two Directors in even-numbered years. The Committee shall inform the Executive Manager of the Association in writing of the names of those nominated. Those nominated shall give the Executive Manager, in writing as provided for in Section 1, Article V of the Bylaws, their consent to serve, within 10 days following their nomination by the nominating committee.

**Subsection 3.1** Other nominations for the offices of Vice President, Secretary, Treasurer, and Director shall be placed on the ballot upon written petition signed by five or more Active, Active Retired or Professional Development members provided that the written petition and the nominee's consent in writing are submitted and received at the Field Office of the Association prior to November 11 of the election year.

**Subsection 3.2** Immediately after November 11, but prior to December 1 of the election year, the Executive Manager shall prepare a ballot and cause it to be mailed to each Active, Active Retired and Professional Development member of the Association. To be valid, each ballot returned to the Field Office shall be received not later than 30 days after the date of the ballot.

**Section 2.** Amendments shall, unless they themselves provide otherwise, be effective immediately upon their adoption.

## **Bylaws**

### **Article 1. (Bylaws) Membership**

**Section 1.** Membership is terminated by dismissal from the Association by a two-thirds vote of the Board, at any duly convened meeting, after not less than ten days notice with opportunity to be heard, for action found to have been contrary and detrimental to the principles or purposes of the Association.

**Section 2.** Association membership is effective at the time a payment of dues or a signed membership payroll deduction application is received by an authorized Association representative.

**Section 3.** Membership which was terminated under Section 1 may be restored by a two-thirds vote of the Board of Directors.

**Section 4.** Active, Active Retired and Professional Development members have the right to full benefits of the Association, including the right to vote and hold office. Supporting, Organization, Benefactor, and Honorary members have those rights of Active members as designated by the Board of Director except to vote and hold office.

### **Article II (Bylaws) Dues**

**Section 1.** The "fiscal year" shall be July 1 through June 30.

**Section 2.** The following dues schedule is established:

Active members=\$8.00 per month;  
Active Retired members = \$36.00 per year;  
Professional Development = \$36.00 per year;  
Supporting members=\$36.00 per year;  
Organization=\$50.00 per year;  
Benefactor = \$1,000.00 for life membership; and  
Honorary members = no dues.

**Section 3.** Each membership is required to pay dues for his/her class of membership. All Active dues shall be payable monthly by payroll deduction. Dues are not refundable unless an overpayment has been made due to CSPRA or its agent's mistake.

### **Article III (Bylaws) General Executive Council**

**Section 1.** Resolutions approved by the delegates to the annual meeting of the General Executive Council shall constitute the policy and program of the Association for the coming year.

**Section 2.** The delegate roll of the annual meeting of the General Executive Council shall be limited to Active, Active Retired and Professional Development members of the Association.

**Section 3.** Delegates may vote during the annual meeting of the General Executive Council. Each delegate is entitled and limited to a single vote on each issue.

**Section 4.** Each delegate shall be prepared to certify membership as an Active, Active Retired or Professional Development member.

**Section 5.** A parliamentarian shall be appointed by the President and be in attendance at the General Executive Council.

**Section 6.** A quorum at the General Executive Council is present if two-thirds of the elected officers are present. Unless the context clearly requires a different interpretation, a "vote of the General Executive Council" or similar phrase means the will of the General Executive Council declared by oral or other means by those members of the General Executive Council in attendance and voting, a quorum being present.

**Section 7.** A resolution may be submitted to the Board of Directors by any Active, Active Retired, or Professional Development member at any time.

**Subsection 7.1** The Board of Directors shall consider the resolution at the next regular Board meeting. The Board shall take whatever action it deems appropriate, including referring it to the next GEC, and shall notify the author of its action and the reason(s) for that action.

**Subsection 7.2** Resolutions for GEC must be submitted to the Executive Manager prior to the start of the General Executive Council. Late resolutions may be received only with a majority approval by the Board of Directors. Resolutions must be prepared in correct written form and signed by five (5) Active, Active Retired or Professional Development members.

Directors, and shall be custodian of the Association equipment, materials, supplies, and records, and shall be responsible for the payment of bills and preparation of financial records, and shall furnish bond in suitable amount as determined by the Board of Directors.

**Section 7.** The Secretary shall notify the Board of meetings; provide an agenda and relevant attachments for the meetings; record, prepare and disseminate the minutes of the Association's Board Meetings, and complete and file other reports as necessary.

**Section 8.** The Treasurer oversees the accounts of the Association, provides payment for the Executive Manager's fees and expense claims, oversees the financial records, prepares the annual budget proposal with the Executive manager, and shall be the custodian of funds and securities for the Association.

#### **Article VI (Constitution) Board of Directors**

**Section 1.** The Association shall be governed by a Board of Directors composed of the President, Vice President, Secretary, Treasurer and no fewer than four directors.

**Section 2.** The Directors shall be elected at large by the voting members. The Directors shall serve for two years beginning immediately after their installation at the annual conference. Two Directors shall be elected on even years, and two on odd years.

**Section 3.** The Board of Directors shall have the power to fill any vacancies occurring in its number during the current period of tenure and shall perform such other duties as prescribed in the several Articles and Sections of the Constitution.

**Section 4.** The Board of Directors shall provide procedures for the removal of any officer or Board member for cause.

**Section 5.** The Board of Directors shall have the power, by two-thirds vote, to draft, establish or amend Bylaws, but no such Bylaw shall abrogate or be inconsistent with any part of the Constitution.

**Section 6.** Any motion of the Board of Directors shall be brought to a vote before the Active membership at large on written petition of not fewer than 25 active voting members. The Board of

Directors shall provide procedures for such referendum.

**Section 7.** Five members of the Board of Directors shall constitute a quorum to conduct business.

**Section 8.** The president shall vote only to break a tie.

**Section 9.** In order for the Board to maintain two-way communications with the membership the President shall appoint a District Representative with approval of the Board for each District and for other organizational units of the Department that the Board desires. These representatives will serve until they move from the District or until they or the Board decides that a change is desirable. The Representatives shall act as liaison between the membership and the Board, apprising the CSPRA Board of issues of district and park system significance, keeping district members informed of CSPRA activities, services and needs, and encourages involvement of CSPRA members and nonmembers in the organization.

**Section 10.** In order for the Board to maintain two-way communications with the Park Rangers Association of California (PRAC) and exchange of ideas with other park professionals, the President shall appoint a non-voting Board member to be present at PRAC Board Meetings. PRAC will also appoint a non-voting Board Member to be present at CSPRA Board Meetings

#### **Article VII (Constitution) Meetings**

**Section 1.** The Board of Directors shall meet semi-annually. Extraordinary meetings of the Board shall be determined by a two-thirds vote of the Board or by the President.

**Section 2.** The Association shall hold an annual convention the date, place and agenda to be determined by the Board of Directors.

#### **Article VIII (Constitution) Amendments**

**Section 1.** The Constitution may be amended by a two-thirds vote of the eligible members voting provided that the proposed amendments and ballots have been submitted to all of the voting members at least four weeks in advance of the date set by the Board of Directors for counting the ballots.

**California State Park Rangers Association**  
**Constitution and Bylaws**  
as amended March 2007

**Article 1 (Constitution) Name and Purpose**

The California State Park Rangers Association is an organization of park professionals dedicated to advancement of the highest principles of public service, and established to support, protect and defend the integrity of State Parks for present and future generations.

**Article II (constitution) Objectives**

The objectives of this Association shall be to represent, advance, and promote the interests and standards of professionalism of California State Park Employees, to promote the interpretation of our natural and cultural environment, and to promote sound judgement, high quality, and economy in the planning, development, operation, and maintenance of facilities and services offered the public by the Department of Parks and Recreation.

**Article III (Constitution) Principal Office**

The principal office for this Association shall be that of the Executive Manager.

**Article IV (Constitution) Classes Of Membership**

**Section 1.** The membership of the Association shall consist of seven classes: Active, Active Retired, Professional Development, Supporting, Organization, Benefactor, and Honorary Membership. These shall be defined in the Bylaws.

**Section 2.** Active, Active Retired or Professional Development memberships shall be limited to current or retired, permanent, permanent intermittent or seasonal employees of the Department of Parks and Recreation or transferees from the Department of Recreation.

**Section 3.** A Supporting member may be any person interested in the principles and objectives of the Association, but who is not eligible for Active membership.

**Section 4.** An Organization member may be any organization that supports the objectives of this organization.

**Section 5.** Benefactor membership is available to anyone not eligible for Active membership who supports the objectives of this organization. Benefactors are life members.

**Section 6.** An honorary member may be any person who for distinguished service devoted to the objectives of the Association is nominated by a member of any membership class and approved by a two-thirds vote of the Board.

**Section 7.** Active, Active Retired and Professional Development members in good standing shall be entitled to vote. Other classes (Supporting, Organization, Benefactor, and Honorary) may attend meetings of the Association and may take part in the discussions but shall have no vote.

**Section 8.** Any member may be disciplined, expelled, or exonerated by a two-thirds majority vote of the Board of Directors after he/she has been charged with unprofessional conduct by at least five voting members and referred to a committee consisting of five other members appointed by the President of the Association for investigation, review, and recommendation.

**Article V. (Constitution) Officers**

**Section 1.** Officers of the Association shall be a President, Vice President, Secretary, and Treasurer.

**Section 2.** An Executive Manager shall be appointed by and serve at the pleasure of the Board of Directors.

**Section 3.** The officers shall be elected by the voting members at large and shall serve for two years starting immediately after their installation at the annual conference.

**Section 4.** The President shall preside at all meetings of the Association and shall appoint such committees as shall be approved by the Board of Directors and shall perform all other duties incidental to his/her office.

**Section 5.** In the absence of the President, or his/her inability to act, his/her duties shall be performed by the Vice President. In the event that neither can perform, the Board of Directors shall appoint a President Pro Tempore.

**Section 6.** The Executive Manager shall perform duties under general direction of the Board of