

# **New York State Recreation and Park Society**

## **OPERATIONS MANUAL**



# **New York State Recreation and Park Society**

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### **Section 2: State Office Manual (coming soon)**

# **New York State Recreation and Park Society Executive Board Manual**

## **CONSTITUTION**



**THE NEW YORK STATE RECREATION AND PARK SOCIETY INC.  
CONSTITUTION**

**ARTICLE I – NAME, LOCATION AND AFFILIATION**

- Section I        The name of this organization shall be the New York State Recreation and Park Society, Inc. (NYSRPS), hereinafter referred to as the "Society".
- Section II:      The principal office of the Society shall be in the region of New York State as prescribed in the policies and procedures, and such place therein as the Executive Board may from time to time determine.
- Section III      This organization is an affiliate of the National Recreation and Park Association.

**ARTICLE II – PURPOSE**

- Section I        The Mission Statement: The New York State Recreation and Park Society is the principal organization advancing the value of parks, recreation, and leisure services through professional development of its members and citizen engagement.
- Section II      The Core Services of this Society are:
- a. Professional Development: To provide education, training and continued support for all levels of parks, recreation and leisure service professionals.
  - b. Membership Development and Services: To provide quality services and benefits which attract, engage, and retain membership to advance the value of parks, recreation and leisure services.
  - c. Public Policy Development: To raise awareness and support the advancement of parks, recreation, and leisure services by advocating for local, state, and national policy issues and interests.
  - d. Public Awareness /Communications: To inform and promote the value parks, recreation, and leisure services, as well as share important information needed by members.
  - e. Resource Development: To oversee maximization of the Society's financial and human resources, and activities that add to its stature on local, state, national and international levels.

**ARTICLE III – MEMBERSHIP**

- Section I        The membership of this Society shall be limited to those persons meeting the requirements as prescribed in the Bylaws regardless of religion, race, ethnicity, age, creed, national origin, gender, level of ability, gender orientation or marital status.
- Section II      The Society is registered as a 501(c) 3 non-profit private corporation. No part of any net earnings, property or funds collected by the Society shall accrue to the benefit, or be distributed to its members, donors, officers or other private persons, except that the Society shall be authorized and empowered to pay reasonable compensation for services rendered.

**ARTICLE IV – EXECUTIVE BOARD**

- Section I        The Executive Board shall be the governing body of the Society and shall consist of officers as prescribed in the Bylaws.
- Section II      The functions of the Executive Board shall be specified in the Bylaws.

Section III        Nominees for office in this Society must be members in good standing for at least one year prior to the meeting at which they are to be elected and meet all requirements as prescribed in the Bylaws.

Section IV        Elections of Executive Board members shall be conducted according to the Bylaws and shall be consistent with the Corporate Laws of the State of New York.

Section V:        The fiscal year of the Society shall be determined by the Executive Board.

#### **ARTICLE V – DISSOLUTION**

Section I        Upon dissolution of the Society, all funds or assets remaining shall be distributed to a non-profit organization of similar purpose, as determined by the Executive Board.

#### **ARTICLE VI – AMENDMENTS**

Section I        The Constitution may be amended:  
a. By a two-thirds (2/3) majority of the eligible members voting at the annual meeting by mail, e-mail or in person or:  
b. By a two-thirds (2/3) majority of the eligible members who have returned ballots by the date assigned by the Secretary (by mail or e-mail only).

Section II        The Secretary, who shall conduct the ballot, must allow at least thirty (30) days between mailing the proposed amendment and ballot and tallying the results of the returned ballots.

Approved August 1986

# **New York State Recreation and Park Society Executive Board Manual**

## **BYLAWS**



# NEW YORK STATE RECREATION AND PARK SOCIETY, INC.

## BYLAWS

### Article I: Interpretation

- 1.01 In this Bylaw and all other Bylaws and resolutions of the Society unless the context otherwise requires:
- 1) The singular includes the plural;
  - 2) The masculine gender includes the feminine;
  - 3) Board means the Executive Board of the Society;
  - 4) Society means The New York State Recreation and Park Society, Inc.
  - 5) Corporations Act means the Corporation Act and any statute amending or enacted in substitution therefore, from time to time
- 1.02 Each By-law Article shall correspond to a related Policy number (i.e. By-law Article V indicates Executive Board Officers and relates to POL 5 .00).

### Article II: Name

- 2.01 The name of this organization shall be the New York State Recreation and Park Society, Inc.
- 2.02 The name of this organization or its acronym (NYSRPS) shall appear on all publications and official correspondence.

### Article III: Goals and Objectives

- 3.01 The Goals and Objectives of this Society shall be detailed in the Strategic Plan.
- 3.02 The Board shall review the Strategic Plan on an annual basis and update as it deems appropriate.

### Article IV: Management

- 4.01 The management of the Society shall be vested in the Board, composed of the following elected officers, with all functioning as voting members of the Executive Board: President, President-Elect, Secretary, Treasurer, Vice-President for Professional Development, Vice-President for Program and Services, Immediate Past President, and six regional representatives
- 4.02 Terms shall be:
- 1) President – One Year
  - 2) President-Elect – One Year
  - 3) Immediate Past President – One Year
  - 4) Vice President for Program & Services – Two Years
  - 5) Vice President for Professional Development – Two Years
  - 6) Secretary – Two Years
  - 7) Treasurer – Two Years
  - 8) Regional Representatives – Three Years
- 4.03 Regional Representatives shall only be nominated and voted for by members in the region in which they are registered by the NYSRPS. The state shall be divided into three (3) regions, as prescribed in the Regional Partnership Guide in the policies and procedures; with two representatives being elected from each region. The region term ending dates are different so both representatives within the region do not end in the same year.
- 4.04 The President, with the approval of the Board, will fill any vacant post on the Board (except President-Elect) within the second board meeting after the Board accepts the vacancy. The office of the President-Elect shall be filled by a special election within 90 days of vacancy.
- 4.05 The Board will employ an Executive Director, subject to ratification by a simple majority of the Board at the time of budget adoption. The Executive Director shall be the business manager of the Society and its publications, solicit sponsorships and sources of income for the Society, be responsible for the operation of the Head Office, and perform duties as assigned by the Board and outlined in the Annual Contract between the Board and the Executive Director.
- 4.06 The President, with approval of the Board, may engage the services of legal counsel, and other persons as may be deemed necessary and shall establish their compensation annually in accordance

with the budget process. The Executive Director may engage legal services deemed necessary excluding any personnel matters which shall require prior Board approval.

- 4.07 No parents, spouses, siblings, or children of current officers, directors and incorporators will be employees or consultants paid from grant funds without prior written approval of the fund administrator, i.e.: The New York State Office of Children and Family Services of the State of New York.

Article V: Officers

- 5.01 The President shall preside at all meetings of the Board and membership; shall appoint all committee chairpersons with approval of the Board, unless otherwise stated in these Bylaws or the policies and procedures; shall be the primary advocate for enhancing the public policy development core services of the Society; and shall perform such other duties and functions related to the office of President or as may be assigned by the Board or outlined in the policies and procedures.
- 5.02 The President-Elect shall be the primary advocate for enhancing the resource development core service of the Society; shall become President for one full term upon the completion of the term of the incumbent President; shall function in the capacity of the President during the President's absence or inability or refusal to act; and shall perform such other duties and functions related to the office of President-Elect or as may be assigned by the Board or outlined in the policies and procedures.
- 5.03 The Secretary shall be legal custodian of all records of the Society, including taking minutes of all Executive Board, general and special meetings; and shall perform such other duties and functions related to the office of Secretary or as may be assigned by the Board or outlined in the policies and procedures.
- 5.04 The Treasurer shall oversee all aspects of the financial management of the Society and shall perform such other duties and functions related to the office of Treasurer or as may be assigned by the Board or outlined in the policies and procedures.
- 5.05 Immediate Past President shall provide guidance and counsel to the Board upon completion of service as President; shall function in the capacity of the President during the President's and President-Elect's absence or inability or refusal to act; and shall perform such other duties and functions related to the office of Immediate Past President or as may be assigned by the Board or outlined in the policies and procedures.
- 5.06 Vice President for Professional Development shall be the primary advocate for enhancing the professional development core services of the Society; and shall perform such other duties and functions related to the office of Vice President of Professional Development or as may be assigned by the Board or outlined in the policies and procedures.
- 5.07 Vice President of Programs and Services shall be the primary advocate for enhancing the membership development and services and public awareness / communications core services of the Society; and shall perform such other duties and functions related to the office of Vice President of Programs and Services or as may be assigned by the Board or outlined in the policies and procedures.
- 5.08 The Vice President with the longest current consecutive tenure on the Board shall function in the capacity of the President during the President's, President-Elect's and Immediate Past President's absence or inability or refusal to act.
- 5.09 Regional Representative shall represent and provide input to the Board from members from their region of the state; voice opinion and offer suggestions on administration of the Association; shall vote on issues directing operations of the Association; and shall perform such other duties and functions related to the position of Regional Representative or as may be assigned by the Board or outlined in the policies and procedures.
- 5.10 Honorary Representative - The Board may appoint non-voting officers, for terms of up to two (2) years, Honorary Representative, and agents (and with such titles as the Board may prescribe from time to time) as it considers necessary and all officers shall have the authority and perform the duties from time to time prescribed by the Board. The Board may also remove at its pleasure any such officer or agent of the Corporation. The duties of all officers of the Corporation appointed by the Board shall be such as the terms of the engagement call for or the Board prescribes.
- 5.11 The members of the Board shall serve without remuneration except in the case of preauthorization of



the Board. Members may be reimbursed for out of pocket expenses incurred while carrying out assigned NYSRPS duties.

5.12

Every member of the Board and his heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and held harmless, out of the funds of the Society, from and against:

- 1) All costs, charges and expenses whatsoever which the director or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; and
- 2) All other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by his own willful neglect or default.

Article VI: Elections

- 6.01 Elections shall be conducted by an Election Committee at the Annual Meeting. A number of officers and directors elected equal to the number of officers and directors retiring will be decided by ballot by and from among the members eligible to vote and to hold office.
- 6.02 Balloting for all officers shall take place prior to and at the Annual Meeting. A slate of nominees must be approved by the Executive Board at its last regular meeting prior to and no later than forty-five days (45) and will be published at least thirty days (30) in advance of the Annual Meeting.
- 6.03 In the event of a tie vote, the Election Committee shall announce arrangements for subsequent ballots, for the particular office only, at the Annual Meeting.
- 6.04 In the event of a special election for the position of President-Elect, or in an annual election when there is only one candidate for each office, the Secretary will be allowed to cast one vote in favor of said candidate.
- 6.05 Requirements to hold office shall be:
- 1) President-Elect (subsequently President) must be a member in good standing pursuant to these Bylaws and the policies and procedures and either:
    - a) Serve on a standing committee/section for two (2) years (to be certified by the Nominating Committee from committee/section chairs) and serve as a Board member for an additional two (2) years; or
    - b) Serve on the Board for three (3) years.
  - 2) All other elected posts on Executive Board must be a member in good standing for one year.
- 6.06 An elected officer or director, if otherwise qualified, is eligible for election for two (2) three (3) year consecutive full terms or three (3) two (2) year consecutive full terms in the same position, and thereafter is not eligible for re-election to that position until a period of eleven (11) months has elapsed from the date of his retirement from that position.

Article VII: Meetings

- 7.01 The Annual Meeting of this Society shall take place each year at a time and place to be determined by the Executive Board. A published agenda must be provided to the Board and all members by the President at least thirty (30) days prior to the meeting. The purpose of the meeting will be to hear and receive the annual reports from each member of the Board and the Executive Director, elect such officers and directors as are to be elected and present budget information to the membership.
- 7.02 Regular meetings of the Board shall be held at least four (4) times per year, plus the Annual Meeting. Special meetings of the Executive Board or the general membership may be called by the President or by any Board member upon request of the majority of the filled Board. Notice of any meeting to the Board and/or general membership shall be given as prescribed in the policies and procedures.
- 7.03 A quorum for all meetings called by the Board shall be at least one more than half of the Executive Board, excluding vacancies.
- 7.04 Meetings of the Board may take place in-person or via conference call, Skype, any electronic method that allows for interactive communication between Board Members, or any combination thereof.
- 7.05 Notification of meetings of the Board may be made via hard copy or electronically.

- 7.06 Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order, shall govern all meetings of the Society and members in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article VIII: Committees

8.01 Shall be divided as follows:

- 1) Committees of the Board, which have the power to bind the Board within the limitations indicated within the policies and procedures, will be comprised solely of at least 3 Board members and are appointed and charged by the Board.
- 2) Committees of the Corporation, which do not have the power to bind the Board, may be comprised of non-board members, will have at least 3 members and are to be appointed as stated in the policies and procedures and here within.

- 8.02 The Chairperson of each committee shall be recruited from among the membership by the President-Elect for the upcoming year and shall be approved by the Executive Board, except those chairpersons of committees as indicated in these Bylaws or the policies and procedures.

- 8.03 Each committee shall be responsible to the President. Committees may incur financial obligations within adopted budget parameters and in conjunction with the Executive Director and the President without the prior approval of the Executive Board. Criteria governing the action of the committees shall be stated in the policies and procedures or be approved by the Executive Board upon recommendations of the President.

Article IX: Amendments

9.01 The Board may amend these Bylaws as follows:

- 1) Motions to amend the Bylaws must be submitted in writing to the Executive Board thirty (30) days prior to a vote.
- 2) Motions to amend must be approved by greater than 2/3 of the total number of elected board members' votes, not including board vacancies, regardless of the number present at the meeting.

Article X: Termination of Office

- 10.01 Any Executive Board member with more than two (2) unexcused absences within the timeframe set by the Board in the policies and procedures may be subject to termination at the discretion of the Board.

Article XI: Financial Controls

- 11.01 The Board, at the advice of the Finance Committee, shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Society with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Society's banker, to have the authority set out in the resolution, including unless otherwise restricted, the power to:

- 1) Operate the Society accounts with the banker.
- 2) Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the checks, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.
- 3) Issue receipts for and orders relating to any property of the Society.
- 4) Execute any agreement relating to any banking business and defining the rights and powers of the parties thereto
- 5) Authorize any officer of the banker to do any act or thing on the Society's behalf to facilitate the banking business.

- 11.02 The securities of the Society shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board at the recommendation of the Finance Committee. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Society signed by such officer or officers, agent or agents of the Society,

and in such manner, as shall from time to time be determined by resolution of the Board, and such authority may be general or confined to specific instances. The institutions, which may be so selected as custodians of the Board, shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

- 11.03 Nothing in these Bylaws precludes the Treasurer from each Affiliate or Regional Partner from establishing an account with a bank, trust company, etc.
- 11.04 Upon the recommendation of the Finance Committee, the Board may:
- 1) Borrow money on the credit of the Society.
  - 2) Issue, sell or pledge securities of the Society.
  - 3) Charge, mortgage, or pledge all or any of the real or personal property of the Society, including book debts, rights, powers, franchises and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Society provided that, except where the Society borrows on the security of its real or personal property, its borrowing power is limited to borrowing for current operating expenses.
- 11.05 The financial year of the Society shall terminate each year on such date as the Board may from time to time by resolution determine.
- 11.06 Motions concerning budget adoption and contract extension shall require at least one more vote than half of the total number Executive Board members to pass regardless of the number of Board members present.
- 11.07 All checks, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the person or persons and in the manner from time to time prescribed by the Board.
- 11.08 Documents requiring execution by the Society may be signed by the President, Treasurer or Executive Director, and all documents so signed are binding upon the Society without further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Society, either to sign documents generally or to sign specific documents. The Board shall see that all necessary books and records of the Society required by the Bylaws of the Society or by any applicable statute are regularly and properly kept. The Executive Director is authorized to sign checks, contracts and notes of indebtedness up to the amount as indicated in the policies and procedures without prior approval from the Treasurer and/or President.

#### Article XII: Membership

- 12.01 There shall be four (4) classifications of membership: Agency, Commercial, Student Chapter and Individual, with sub-classifications as prescribed in the policies and procedures.
- 12.02 Membership Fees – Annual fees will be payable in advance for one year. Past year's fees must be paid by opening day of conference in order to be eligible to vote. Fees shall be approved by the Board for all categories at the recommendation of the Finance Committee.
- 12.03 Membership expires 45 days after due date of membership renewal. After 45 days, all membership services and privileges will be subject to termination.

#### Article XIII: Partnerships

- 13.01 The Board will cooperate with Regional Partners and/or Affiliates, which are defined as independent associations in a geographic region of the state.
- 13.02 The Board may establish Sections in accordance with the policies and procedures. A Section is defined as a job-related interest group, which draws upon and serves a group of people who hold similar positions and who have similar interests as related to their duties and responsibilities in the fields of parks, recreation, leisure, therapeutic services and conservation.
- 13.03 NYSRPS may seek partnerships with organizations and companies that benefit NYSRPS either in real dollars or services to membership. Each Partnership is a unique arrangement and shall have an exclusive written agreement outlining the expectations by both parties. The length of partnership should be defined within the contract and reviewed by NYSRPS Resource Development Committee on an annual basis.

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# **New York State Recreation and Park Society Executive Board Manual**

## **POLICIES AND PROCEDURES**



**NEW YORK STATE RECREATION & PARK SOCIETY, INC.**  
**POLICIES AND PROCEDURES**

- POL 1.00 The policies and procedures contained within shall be the operational guide used by the Executive Board, hereinafter referred to as the "board", and staff of the New York State Recreation and Park Society (NYSRPS), hereinafter referred to as the "Society".
1. These policies and procedures are to be created in two parts
    - a. Each policy, which shall be created by a resolution passed by the board, will be indicated by the heading "POL" and corresponding number. When appropriate the policy number is to correspond to a related By-law article number (i.e. POL 5.00 indicates Executive Board Officers and relates to By-law Article V).
    - b. The procedure(s), if any, for each policy shall follow as a simple outlined listing.
  2. In some cases, the procedures to a policy may be a separate manual, guide or plan and will be located in an indicated Operations Manual Appendix (i.e. the Strategic Plan will be Appendix C3, as indicated in POL 3.00).
- POL 1.01 The Society, in order to do business in New York State, was incorporated on April 19, 1960, pursuant to the New York State Membership Corporation Law
1. The Articles of Incorporation can be found in Appendix A1c and on the Society website.
- POL 2.00 The office of the New York State Recreation and Park Society shall be located at 19 Roosevelt Drive, Suite 200, Saratoga Springs, NY 12866.
- POL 3.00 The NYSRPS Strategic Plan shall be the guiding document for the Society.
1. The Strategic Plan, can be found in Appendix C3.
  2. The Strategic Plan is to be reviewed on an annual basis by the Strategic Planning Committee, with recommendations to the Executive Committee, for Board approval when necessary.
- POL 4.00 The duties of the Executive Board shall be to:
1. Manage the affairs of the Society in accordance with the Constitution, Bylaws, and these Policies and Procedures.
  2. Establish policies and procedures and set priorities for all Society programs.
  3. Approve the annual budget at the December Board meeting.
  4. Conduct periodic meetings in accordance with the Constitution and Bylaws. There shall be a minimum of five meetings including an annual meeting.
  5. Approve the hiring and the employment contract of the Executive Director, as per the Executive Director Employment Manual, located in Appendix B4. Provide a written report to the President as requested by the President prior to each scheduled meeting.
  6. Approve appointments of all standing and special committee chairpersons. In the absence of a presidential recommendation for appointment of committee chairs, Executive Board may recommend members in good standing to fill vacancies.
  7. Solicit new membership and participate in revenue generating activities.
  8. Forward minutes of all meetings to the Society office.
  9. Protect any individual from retribution for coming forward to report misconduct, as defined by the Whistleblower Policy found in Appendix B3.
  10. Ensure a Conflict of Interest Policy, as described in Appendix B3 is in effect and filed annually.
- POL 4.01 The terms of office for the Executive Board Officers begin on June 1 and end on May 31 annually.
- POL 5.00 The following are the duties of the Executive Board Officers:
1. The President shall:
    - a. Be the equivalent to the Chairperson of the Board and is the Chief Executive Officer in the absence of an Executive Director.
    - b. Preside at all annual meetings, special meetings and meetings of the Executive Board.

- c. Cooperate fully with all appointed committees and the Executive Director.
  - d. Represent the Society with the approval of the Executive Board, at State and National meetings on matters of vital interest to the recreation profession.
  - e. Serve as ex-officio on all committees.
  - f. Coordinate all matters pertaining to the State Society.
  - g. Appoint the chairpersons of all standing and special committees not appointed during his/her term as President-Elect, with the approval of the Executive Board. Sends the committee chairs the Statement of Duties of Committee Chairpersons and duties of the specific committee.
  - h. Coordinate, with the Executive Director, the activities of all committees.
  - i. Communicate with officers, Executive Director, Executive Board and membership to keep all advised of the progress of the Society.
  - j. Report directly to the Executive Board.
  - k. Fill any vacant post on the Executive Board with the approval of the Executive Board, except the office of President-Elect, by the second board meeting after said vacancy is accepted by the Executive Board.
  - l. Engage the services of legal counsel and other persons deemed necessary and shall establish their compensation annually in accordance with the budget process with the approval of the Executive Board.
  - m. Countersign checks, contracts, and notes of indebtedness over the amount of \$3,000.00 with the written knowledge of the Treasurer.
  - n. Coordinate Annual Reports of committee chairpersons for annual meeting.
  - o. Finalize arrangements for the annual meeting; calls regular and special meetings of the Executive Board and membership as prescribed in the Bylaws.
  - p. Work with the Executive Director to prepare the agenda for Executive Board meetings. All pertinent information associated with the agenda must be forwarded to members of the Executive Board no less than three (3) days prior to each meeting.
  - q. Work with the Treasurer and Executive Director in planning and implementing the budget and yearly plan of the Society.
  - r. Urge increased participation of all members in Society activities.
  - s. Promote Parks and Recreation through all communications media.
  - t. Represent the Society and the profession throughout the state to promote the profession.
  - u. Act as the intermediary between the Executive Board and the Executive Director.
  - v. Be the chair and serve as the Board liaison of the Executive and Strategic Plan Committees.
  - w. Be a member of the Finance and Nominations Committees.
  - x. Oversee and serve as the Board liaison of the Elections Committee
2. The President-Elect shall:
- a. In the absence of the President, assume the duties of that office.
  - b. Succeed to the presidency for one full term upon completion of the term of the incumbent President.
  - c. Oversee the resource development core service of the Strategic Plan and inform resource development committee of all Executive Board decisions pertaining to them.
  - d. Appoint the annual conference chairperson(s) eighteen months in advance of those conferences.
  - e. Be a member of the Executive Committee, Finance Committee and Nominations Committee.
  - f. Present annual agenda (goals and objectives for the year, timetables and meeting schedule) of the Society to the Executive Board prior to the new administration's term.
  - g. Review, solicit and submit for appointment all other committee chairpersons for his/her term as President to be appointed prior to the new administration's term with the approval of the Executive Board.
  - h. In the event of a vacancy in this office, the new President-Elect must fill committee positions no later than sixty (60) days following the special election but before assuming the office of President.
  - i. Assist the President as needed.

- j. Oversee and serve as the Board liaison of the Resource Development Committee.
- 3. The Immediate Past President shall:
  - a. Assume the role of President in the absence of a President and a President-Elect.
  - b. Orient and train all Board Members to the workings of the State Society and their duties at the first Executive Board meeting after the annual meeting.
  - c. Be the chair and serve as the Board liaison of the Nominations Committee and the Council of Past Presidents.
  - d. Be a member of the Executive Committee.
  - e. Serve on special assignments at the discretion of the President and Board.
  - f. Distribute to each Executive Board member a packet at the first Executive Board meeting after the annual meeting. The packet shall include the current Executive Board Manual and NYSRPS promotional materials.
- 4. The Vice President for Professional Development shall:
  - a. Oversee the professional development core service of the Strategic Plan and inform professional development committees of all Executive Board decisions pertaining to them.
  - b. Coordinate with the Executive Director, all professional development activities of the Society and represent these committees on the Executive Board.
  - c. Assume the role of President as prescribed in the Bylaws.
  - d. Oversee and serve as the Board liaison of the following committees, which include but will not be limited to:
    - i. Annual Conference
    - ii. Professional Development
    - iii. Special Committees organized for the purpose of professional development.
- 5. The Vice President of Programs and Services shall:
  - a. Oversee the membership development and public awareness core services of the Strategic Plan and inform membership development and public awareness committees of all Executive Board decisions pertaining to them.
  - b. Coordinate with the Executive Director and Regional Representatives, area affiliate and regional partner activities.
  - c. Represent any region where both Regional Representative's positions are vacant.
  - d. Coordinate with the Executive Director all membership services offered by the Society.
  - e. Assume the role of President as prescribed in the Bylaws.
  - f. Oversee and serve as the Board liaison of the following committees, which include but will not be limited to:
    - i. Membership Development and Services
    - ii. Recognition and Awards
    - iii. Public Awareness / Communications
    - iv. Special Committees organized for the purpose of membership development and services.
- 6. The Treasurer shall:
  - a. Supervise the receipt and disbursement of all monies of the Society, which shall be managed by the Executive Director in accordance with established budgeting policies, and is chief fiscal officer in the absence of the Executive Director.
  - b. Be the chair and serve as the Board liaison of the Finance Committee.
  - c. Review reports and makes recommendations to the Executive Board regarding receipt and disbursements of all monies.
  - d. Prepare financial statements for Executive Board meetings, listing all revenues and expenses.
  - e. In conjunction with the Executive Director and Finance Committee, prepare the annual budget and its dissemination to the membership.
  - f. Be responsible for ensuring the recruitment of an auditor to be approved by the Executive Board.
  - g. Be responsible for ensuring that all annual financial reports are prepared and presented to the Executive Board prior to submitting to the proper authorities as prescribed by law.



- h. Advise the President and Executive Board in matters of finance.
- 7. The Secretary shall:
  - a. Be the legal custodian of all records of the Society.
  - b. Take minutes of all Executive Board and statewide Society meetings.
  - c. Distribute draft Executive Board meeting minutes within one (1) month following that Executive Board Meeting to all board members.
  - d. Forward approved minutes of all Executive Board proceedings to each Executive Board member, and the Society Office to be publicly shared.
  - e. Oversee circulating information as directed by the Executive Board.
  - f. Conduct ballots for constitutional amendments.
  - g. Be responsible for having a current copy of Robert's Rules of Order, found in Appendix A3f and assist the presiding officer in the interpretation of same at all meetings.
  - h. Store all Executive Board general and special meeting minutes, Constitution, Bylaws and Policies and Procedures in accordance with the Document Retention Policy as found in Appendix A3f, at the Society office for review when needed in concert with duties of paid staff.
  - i. Make written revisions as approved by the Executive Board and membership in the Constitution, Bylaws and Policies and Procedures.
- 8. The Regional Representatives shall:
  - a. Be the main point of contact between their assigned Regions and the NYSRPS Executive Board.
  - b. Coordinate with the other Regional Representative representing their designated region (I, II or III) so that there is coverage of each of the region's affiliates and/or regional partners. In case there is a Regional Representative's position vacant, the other Regional Representative shall cover the entire region until the vacancy has been filled.
  - c. Provide a report from each of their designated affiliate and/or regional partner for each Executive Board meeting. In preparing the report:
    - i. Shall contact their designated Affiliate and/or Regional Partner Board President(s) at least two weeks before the Executive Board meeting to allow enough time to collect information and provide important information from NYSRPS.
    - ii. May use a Region Representative Reporting Form, located in Appendix A3h, or use their own report format, which shall include but not be limited to:
      - 1) Past months Board Meetings, major activities & trainings
      - 2) Membership or Region News (retirements, position changes)
      - 3) Successes to report
      - 4) Areas of concern/specific questions for NYSRPS
      - 5) Upcoming events
      - 6) Specific Needs
  - d. Coordinate activities of regional partner/affiliate societies with Vice President for Programs and Services.
  - e. Be the spokesperson for and represent the interests of the area affiliates and regional partners within their region on the Executive Board.
  - f. Distribute information on current NYSRPS events to the affiliates and regional partners.
  - g. Attend a minimum of one meeting a year of each regional partner and/or area affiliate society represented, to report on progress made by and demonstrate support of the Executive Board. Regional Representatives should attend as many of these meetings as is possible.
  - h. Be responsible to coordinate membership recruitment in their respective regions.
  - i. Promote Society involvement by the affiliate and/or regional partners represented, including but limited to:
    - i. Nominations for awards
    - ii. Committee/Executive Board service
    - iii. Editorial contributions

POL 6.00 The Nominations and Election Committees shall conduct an annual Executive Board election in

accordance with the Bylaws and POL 8.03 in these policies and procedures.

- POL 7.00 Meetings of the Society shall take place in accordance with the Bylaws and shall be conducted as indicated, so that the business of the Society will be dealt with in a timely and efficient manner.
1. Examples of the Annual Meeting and regular Executive Board Meeting agendas can be found in Appendix A3a.
  2. Special Meetings shall be for one subject.
- POL 8.00 The Executive Board shall establish committees, as per the Bylaws, for the purpose of the effective functioning of the State Society.
1. Committees shall be divided as follows:
    - a. Committees of the Board, which will include:
      - i. Executive Committee
    - b. Committees of the Corporation shall be ongoing standing committees. These committees shall be represented by at least three members, ideally representing each NYSRPS region. These committees include:
      - i. Strategic Plan
      - ii. Finance
      - iii. Council of Past Presidents
      - iv. Nominations
      - v. Elections
      - vi. Operations Manual Review
      - vii. Professional Ethics and Grievance
      - viii. Public Policy Development
      - ix. Resource Development
      - x. Annual Conference
      - xi. Professional Development
      - xii. Membership Development and Services
      - xiii. Public Awareness / Communications
      - xiv. Recognition and Awards
      - xv. Friends Foundation
      - xvi. Special/Task force Committees, which are short-term committees for the purpose of implementing a special program or function. President/Board is responsible to prepare a written description of the committee to include committee size, composition, definition of purpose and an outline of tasks.
  2. Committees with staff involvement have duties carried out by the staff. Assigned Board officers will still work with these staff and members from the regional partners or affiliates may be recruited to serve with them.
  3. Committees will be provided resources necessary for operating as found in the appropriate appendix(ices).
- POL 8.01 A Chairperson or Co-Chairpersons shall be selected to lead each committee to carry out the goals and objectives of the Society. The procedure for selecting and orienting Committee Chairpersons shall be as follows:
1. The President-Elect recruits all committee chairpersons during his/her term with Executive Board approval, except for those committees whose chairperson is pre-determined in these Policies and Procedures.
  2. The list of recommended committee chairpersons shall be presented to the Executive Board for approval as follows:
    - a. Eighteen months prior to the conference date for the chair(s) of the Annual Conference.
    - b. Prior to the President-Elect's term begins as President for all other committee chairs.
  3. The current President shall recruit and recommend a committee chair by the next scheduled Executive Board Meeting if there are vacancies during his/her term.
  4. Once approved, each committee's Executive Board Liaison shall notify the committee

chairperson(s) within one month after Executive Board approval, providing the committee chair the date, time and location of an orientation webinar and with operating information specific to their committee, including:

- a. Article VIII. Committees from the Bylaws.
  - b. POL 8.00, POL 8.01, POL 8.02 and the specific committee information from POL 8.03.
  - c. Any portion of the current Strategic Plan, located in Appendix C that pertains to the committee.
  - d. Any appendix containing a plan, policy, manual or guide indicated for use by a committee.
5. An orientation webinar shall be scheduled for all committee chairperson(s) by the Immediate Past President and shall include the following:
- a. Review of the goals and objectives of the Society for the year.
  - b. Review the timeline and procedure for making committee reports.
  - c. Opportunity for each committee chair to meet his/her Board Liaison and plan committee activities for the year.

POL 8.02 The duties of Committee Chairpersons shall be to:

1. Attend the orientation webinar of all committee chairs.
2. Develop procedures outlining duties to be fulfilled.
3. Select at least three (or the number indicated in the committee description in POL 8.03) other members of the committee prior to the Executive Board meeting following their selection to that post.
4. Inform in writing or email, both the President and Executive Board of members of that committee.
5. Call a meeting of committee members following their appointment based on the timeline set to complete determined tasks. The first meeting of each committee shall be an individual committee orientation, which will be facilitated by the Committee Chairperson(s) and the committee's Executive Board Liaison and will include the following:
  - a. Review of the goals and objectives, especially Strategic Plan goals & objectives, of the committees for the year.
  - b. Review budget available for committee operation.
  - c. Determine time frame for accomplishing set objectives.
6. Keep records of committee proceedings and submit copies and files to the appropriate Executive Board Liaison to be presented at Executive Board meetings.
7. Confer with the Executive Director regarding committee financial obligations and policies covering expenditures and any reimbursement for committee functions as approved by the Executive Board. In absence of an Executive Director, Chair shall confer with the President.
8. Prepare annual budget for the ensuing year to be submitted to the Finance Committee and Executive Director as requested by the Finance Committee.
9. Prepare and submit a written annual report for the annual meeting as requested by the President.
10. Be available to advise successor, including providing all records to succeeding committee chairpersons.

POL 8.03 All committees shall adhere to its specific function and duties so that the goals and objectives of the Society will be fulfilled. The members, function and duties, as well as any other stated responsibilities, of each indicated committee shall be as follows:

1. The chairperson of each of the following committees shall be the Board Liaison:
  - a. Executive Committee
    - i. The committee shall be made up of:
      - 1) Chairperson: President
      - 2) President-Elect
      - 3) Past President
      - 4) The Vice President with the most seniority shall replace any member of the Executive Committee that may resign his or her position until a replacement for the resigned position has been appointed.
    - ii. The function of the committee shall be to oversee compliance and operations of the

- Society, including responsibility in audit, personnel and legislative issues according to procedure outlined in Appendix B.
- iii. Duties of the committee shall be to:
    - 1) Function in an audit and control capacity by ensuring adherence to the Operations Manual.
    - 2) Function in a Personnel capacity, including:
      - a) Follow the guidelines and procedures set forth in the Executive Director Employment Manual located in Appendix B.
      - b) Review the Executive Director Employment Manual as needed and determine necessary updates in light of the progress of the Society.
      - c) Develop and recommend, for Executive Board approval, Strategic Plan updates.
      - d) Oversee any issues of conflict by the procedure defined within the duties of the Professional Ethics & Grievance Committee.
    - 3) Oversee and serve as the Board liaison of the Public Policy Development Committee, as well as ad hoc committees as needed.
  - b. Strategic Plan Committee
    - i. The committee shall be made up of:
      - 1) Chairperson: President
      - 2) President-Elect
      - 3) Vice President of Programs and Services
      - 4) Vice President of Professional Development
      - 5) The Chairpersons of each Strategic Plan Committee, including:
        - a) Membership Development and Services
        - b) Professional Development
        - c) Public Awareness / Communications
        - d) Public Policy
        - e) Resource Development
    - ii. The function of the committee shall be to support the mission and goals of the Strategic Plan of the Society.
    - iii. Duties of the committee shall be to:
      - 1) Oversee progress toward achieving the goals and objectives outlined in the Strategic Plan, located in Appendix C3
      - 2) Review the Strategic Plan annually and determine necessary updates in light of the progress of the Society.
      - 3) Develop and recommend, for Executive Board approval, Strategic Plan updates.
  - c. Finance Committee
    - i. The committee shall be made up of:
      - 1) Chairperson: Treasurer
      - 2) President
      - 3) President-Elect
      - 4) One Regional Partner President (or his or her designee)
      - 5) One Affiliate President (or his or her designee)
    - ii. The function of the committee shall be to maintain and develop financial resources that support and sustain the Society according to procedure outlined in Appendix D.
    - iii. Duties of the committee shall be:
      - 1) Budget development and oversight in cooperation with the Executive Director and committees.
      - 2) Review the Financial Controls and Investment Policies, as well as all other procedures and documents located in Appendix D, as needed and determine necessary updates in light of the progress of the Society.
      - 3) Develop and recommend, for Executive Board approval, Financial Controls Policy updates.
  - d. Council of Past Presidents
    - i. The committee shall be made up of:

- 1) Chairperson: Immediate Past President
- 2) All past presidents in good standing are eligible to serve on the council
- ii. The function of the committee shall be to engage Past Presidents with the affairs of the Society, so they may be fully utilized as a valuable resource for the Board and its committees.
- iii. Duties of the committee shall be described in the Council of Past Presidents Committee Procedures Guideline, found in Appendix E.
- e. Nominations Committee
  - i. The committee shall be made up of:
    - 1) Chairperson: Immediate Past President
    - 2) President
    - 3) President-Elect
    - 4) Two at-large members selected by the Chairperson
  - ii. The function of the committee shall be to actively recruit members for the elected offices, pursuing all avenues of recruitment including input from employees of the organization according to procedure outlined in Appendix F.
  - iii. Duties of the committee shall be to:
    - 1) Attempt to recruit qualified members to run for each open position.
    - 2) Attempt to have no more than 1 Regional Representative from a local affiliate or regional partner society, if at all possible.
    - 3) Correspond with the membership requesting nominations for available positions by December 1<sup>st</sup>, with nominations received at least two (2) weeks prior to the last Executive Board Meeting prior to the Annual Meeting.
    - 4) Certify that all nominees are eligible and approved by the Executive Board as per the criteria described in the Bylaws.
    - 5) Upon receipt of nominations, forward to prospective candidates:
      - a) A request for the candidate (if elected) to attend the last Executive Board Meeting of the current year, including the date, time and location, for a Board orientation.
      - b) Copies of their duties and information specific to his/her elected position, including:
        - c) The section of Article V. Officers from the Bylaws specific to his/her position.
        - d) POL 4.00 and the section of POL 5.00 specific to his/her position.
        - e) Any portion of the current Strategic Plan and any appendix containing a plan, policy, manual or guide that pertains to the position.
    - 6) Send approved slate of candidates to the Election Committee.
2. The chairperson(s) of following committees shall be selected by the President-Elect for his/her term with approval of the Executive Board and the committee members shall be selected by the committee chairperson(s)
  - a. The following committee will report to the President.
    - i. Elections Committee
      - 1) The function of the committee shall be to ensure consistent Board functions by filling Board offices through elections according to procedure outlined in Appendix G.
      - 2) Duties of the committee shall be to:
        - a) Receive the slate of nominees from the Nominating Committee.
        - b) Make sure that this information is available no less than forty-five (45) days prior to the election in accordance with the Constitution and Bylaws.
        - c) Assure that an accurate list of members in good standing is compiled.
        - d) Mail ballots to all members in good standing so that the ballots are received at least thirty (30) days prior to the Annual Meeting.
        - e) Assure that the Society Office Staff will receive only completed ballots in envelopes with the voters' printed name and signature written on the outside from members in good standing, and, all accepted ballots, still in their unopened envelopes, will be taken to the Annual Meeting site.

- f) Designate a time at, but prior to, the Annual Meeting for members in good standing to cast ballots in-person, as well as the closing time for casting votes.
    - g) Using the list of members in good standing, check that only one ballot was cast by each member voting. If it is discovered that a member cast more than one ballot, then the ballot received last (in-person ballot or ballot with last post-mark) will supersede other ballots.
    - h) Tally the vote immediately after closing time for casting votes and advise the President of the results.
    - i) Send all accepted ballots to the Society Office in a sealed package for future reference, which will be held until the next election.
    - j) Arrange for subsequent ballots for that particular office only in the event of a tie vote.
  - 3) No ballot is necessary for any office(s), in which candidates run unopposed.
- b. The following committees will report to the President or his or her designee on the Executive Committee for Executive Board Reports.
  - i. Professional Ethics and Grievance Committee
    - 1) The function of the committee shall be to meet as needed to advise members upon request whether professional conduct is in accord with the Code of Ethics policy, located in Appendix H, and resolve any issue of conflict.
    - 2) Duties of the committee shall be to:
      - a) Advise whether questionable secondary relationships are acceptable and if not, suggest means of improvement and to make determinations for a course of action if the policy is adjudged to be violated.
      - b) Inform the membership of the grievance procedure contained in the Code of Ethics Policy upon request.
      - c) Review, prepare and present recommendations for updates to the Code of Ethics Policy for Executive Board approval, as needed.
  - ii. Public Policy Committee
    - 1) The function of the committee shall be to raise awareness and support the advancement of parks, recreation, and leisure services by advocating for local, state, and national policy issues and interests.
    - 2) Duties of the committee shall be to support the mission and goals of the Strategic Plan of the Society with regard to Public Policy as described in Appendix C3.
- c. The following committee will report to the President-Elect
  - i. Resource Development Committee
    - 1) The function of the committee shall be to oversee maximization of the Society's financial and human resources, and activities that add to its stature on local, state, national and international levels.
    - 2) Duties of the committee shall be to support the mission and goals of the Strategic Plan of the Society with regard to Resource Development as described in Appendix C3.
  - ii. Friends' Foundation
    - 1) The function of the committee shall be to provide funding for the scholarship fund, promote research projects and provide Educational opportunities according to procedures outlined in Appendix P.
    - 2) Duties of the committee shall be defined by the Foundation's Policies and Procedures, as described in Appendix P.
- d. The following committees will report to the Vice President for Professional Development
  - i. Annual Conference Committee
    - 1) The function of the committee shall be to oversee all phases of planning and execution of the Annual Conference.
    - 2) Duties of the committee shall be defined in Annual Conference Guide found in Appendix K1, as well as:

- a) Review the Annual Conference Operations Manual as needed and determine necessary updates.
    - b) Develop and recommend, for Executive Board approval, Annual Conference Operations Manual updates.
  - ii. Professional Development Committee
    - 1) The function of the committee shall be to provide education, training and continued support for all levels of parks, recreation and leisure service professionals
    - 2) Duties of the committee shall be to support the mission and goals of the Strategic Plan of the Society with regard to Professional Development as described in Appendix C3.
- e. The following committees will report to the Vice President of Program and Services
  - i. Membership Development and Services Committee
    - 1) The function of the committee shall be to ensure quality services and benefits are delivered which attract, engage, and retain membership to advance the value of parks, recreation and leisure services.
    - 2) Duties of the committee shall be to support the mission and goals of the Strategic Plan of the Society with regard to Membership Development and Services as described in Appendix C3.
  - ii. Public Awareness / Communications Committee
    - 1) The function of the committee shall be to inform and promote the value parks, recreation, and leisure services, as well as share important information needed by members.
    - 2) Duties of the committee shall be to support the mission and goals of the Strategic Plan of the Society with regard to Public Awareness / Communications as described in Appendix C3.
  - iii. Recognition and Awards
    - 1) The function of the committee shall be to administer the Society's Recognition and Awards Program to recognize achievements by people and organizations singled out for their contributions to parks and recreation.
    - 2) Duties of the committee shall be to:
      - a) Establish and review annually categories and criteria for recognition of service and personal accomplishment in the field of recreation with the approval of the Executive Board.
      - b) Define the Recognition and Awards Committee Guidelines, found in Appendix O1.

POL 9.00 The Executive Board may update and amend these Policies and Procedures from time to time as needed with a simple majority vote of the board members present at any Society meeting.

POL 10.00 The Executive Board may terminate any Executive Board member with more than two (2) unexcused absences within the Administrative Term of the Board (June to May) at its discretion.

- 1. The President will contact any Board member upon that Board member has two (2) unexcused absences and any subsequent unexcused absences may impact their ability to serve on the Board. The President will request from the Board member a written reply (email acceptable) for full commitment to stay or resign.
- 2. Should the Board member choose to remain on the Board, upon notice of the Board member will miss a 3rd meeting for an unexcused reason, the President will send a notice out to full the Board that the Board member is in violation and a vote on his or her termination will be held at the next Board meeting.
- 3. Excused absences shall include without exception only the following: major illness or an unavoidable work requirement.
- 4. When possible, a call-in option will be allowed for Board members who will be absent.
- 5. Terminated Board members may petition the Board for reinstatement within thirty (30) days of

termination.

6. This should be strictly enforced for maximum representative of all members.

POL 11.00 Financial Controls of the Society shall be reviewed and updated as deemed necessary by the Finance Committee and approved by the Executive Board for the purpose of efficient operation of the Society's finances. Policies and procedures pertaining to financial controls as described in Appendix D.

POL 11.01 The Execution of Documents of the Society shall be reviewed and updated as deemed necessary by the Finance Committee and approved by the Executive Board for the purpose of efficient operation of the Society's finances. Policies and procedures pertaining to financial control as described in Appendix D.

POL 12.00 Society membership classifications, fees and general information, located below and in Appendix N, shall be reviewed and updated as deemed necessary by the Membership Development and Services Committee with approval of the Executive Board.

1. The current Society membership classifications shall be as follows:

- a. The Agency membership class is a public, private, voluntary, or non-profit agency serving the leisure service field (i.e. recreation departments, college staff and military). Agency membership subclasses include:
  - i. Small Agency includes up to 4 members on roster plus head.
  - ii. Large Agency includes up to 9 members on roster plus head.
  - iii. Additional members may be added to roster as agency deems appropriate.
- b. The Commercial membership class shall include Business Partnership and Commercial membership classifications and be open to:
  - i. Any groups, organizations, businesses or industries involved in or serving the leisure, recreation, park or conservation field.
  - ii. Any persons legally representing an organization as described Appendix N.
- c. The Student Chapter membership class is an organized park, recreation or leisure service group at an accredited New York State college or university. Student Chapter membership subclasses include:
  - i. Small Student Chapter includes up to 7 students and 1 faculty member.
  - ii. Large Student Chapter includes up to 15 students and 1 faculty member.
  - iii. Additional student and/or faculty members may be added to roster as agency deems appropriate.
- d. The Individual membership subclasses include:
  - i. Professional Member – shall be persons principally engaged in recreation or park services as their primary occupation under public, voluntary or private control in New York State.
  - ii. Associate Member – shall be any persons serving as a layperson to the leisure, recreation or park field.
  - iii. Student Member – shall include full-time students (minimum 12 credit hours) attending professional and other training institutions preparing for any phase of the leisure service field, including recreation, parks, tourism or physical education.
  - iv. Lifetime Member – conferred upon those members in good standing of the Society who retire from full-time employment in the conduct of recreation and park services and has been a NYSRPS member in good standing for a minimum of 20 years and has demonstrated professional meritorious service to NYSRPS for a minimum of 10 years.
  - v. Honorary Member – shall be conferred upon persons who have made an outstanding contribution to the recreation and parks profession. Candidates must be nominated by the membership committee and require the majority vote of the Executive Board. Honorary members are not eligible to hold office or vote in Society elections.
  - vi. Retired – an individual who has been an active member of NYSRPS and has retired from active service in the field.



- vii. Part Time – an individual who works a limited, part time schedule who would like to be connected with parks and recreational professionals.
- viii. Friend – An individual who is a parks, recreation and leisure industry enthusiast that would like to show support for the Society.

POL 13.00 The Board may set up partnerships to share goals and work closely to promote the Parks, Recreation and Leisure Services field.

1. Policies and procedures pertaining to Partnerships as described in Appendix J1.
2. New and existing partnerships with the Society shall be reviewed and updated as deemed necessary by the Resource Development Committee and approved by the Executive Board.

Amended May 2011

Amended May 2012

Amended October 2014

# **New York State Recreation and Park Society Executive Board Manual**

## **APPENDICES**



## **Executive Board**

## **Appendix A**

1. NYSRPS Corporate Documents
  - a. Legal Filings
    - i. 990
    - ii. CHAR 500
  - b. Exemption Certificates
    - i. ST 119.9 NY Tax Exemption Certificate
    - ii. 501C3 Proof of Not-for Profit Tax Exemption
    - iii. Proof of Not-for-Profit Incorporation Status
  - c. Official Corporate Documents
    - i. Original Articles of Incorporation
  - d. Annual Report
    - i. Procedure for Developing
    - ii. Previous Year Report
2. Board/ Committee Annual Timelines and Rosters
  - a. NYSRPS
  - b. CNYRPS
  - c. GVRPS
  - d. NCRLP
  - e. HVLSA
  - f. LILSA
  - g. METRO
  - h. NFRPS
  - i. WRAPS

### 3. Executive Board Resources

- a. President
  - i. Board President Position Guidelines
  - ii. Board Member Evaluation Packet
  - iii. Sample Board Agendas & Timeline
- b. President Elect
  - i. President-Elect Position Guidelines
  - ii. Committee Chairs Recruitment Procedures
- c. Past President
  - i. Past President Position Guidelines
  - ii. Board Member Orientation Procedure Guideline
  - iii. Board Orientation Packet
  - iv. Virtual Orientation Procedure Webinar
- d. VP Programs and Services
  - i. VP of Programs and Services Position Guidelines
- e. VP of Professional Development
  - i. VP Professional Development Position Guidelines
- f. Secretary
  - i. Secretary Position Guidelines
  - ii. Procedure for Taking Minutes
  - iii. Robert's Rules of Order
  - iv. Document Retention Policy
- g. Treasurer
  - i. Treasurer Position Guidelines
  - ii. Board Reporting Procedure Guideline
- h. Regional Representatives
  - i. Regional Representatives Position Guidelines
  - ii. Region Rep Reporting Form
  - iii. Board to Region Reporting Form
- i. Honorary Representatives
  - i. Honorary Representative Position Guidelines
  - ii. Honorary Representative Reporting Form
  - iii. Board to Agency Hon. Representative Reporting Form

### **Executive Committee**

### **Appendix B**

- 1. Audit Committee Guidelines
- 2. Personnel Committee Guidelines
- 3. Executive Policies
  - a. Whistleblower Policy
  - b. Conflict of Interest Policy
  - c. Conflict of Interest Statement
- 4. Executive Committee Resources
  - a. Personnel Committee Guidelines
  - b. Executive Director Employment Manual

**Strategic Plan Committee****Appendix C**

1. Strategic Plan Committee Guidelines
2. Strategic Plan Policies
3. Strategic Plan Committee Resources
  - a. 2012 Original Strategic Plan
  - b. 2018 Strategic Plan

**Finance Committee****Appendix D**

1. Finance Committee Guidelines (including Budgetary process)
2. Finance Policies
  - a. Travel Expense Policy
  - b. Refund Policy
  - c. Investment Policy
3. Finance Committee Resources

**Council of Past Presidents****Appendix E**

1. Council of Past Presidents Committee Guidelines
2. Council of Past Presidents Policies
3. Council of Past Presidents Committee Resources

**Nominations****Appendix F**

1. Nominations Committee Guidelines
2. Nominations Policies
3. Nominations Committee Resources
  - a. Nominations Packet
  - b. Nomination Acceptance Form

**Elections****Appendix G**

1. Elections Committee Guidelines
2. Elections Committee Policies
3. Election Committee Resources

**Professional Ethics and Grievance****Appendix H**

1. Professional Ethics and Grievance Committee Guidelines
2. Professional Ethics and Grievance Policies
  - a. Code of Ethics
3. Professional Ethics and Grievance Committee Resources

**Public Policy Development****Appendix I**

1. Public Policy Committee Guidelines
2. Public Policy Policies
3. Public Policy Committee Resources
  - a. NYSRPS Legislative Manual

## **Resource Development**

1. Resource Development Committee Guidelines
2. Resource Development Policies
  - a. Fundraising Policy
  - b. Partnership Policy
3. Resource Development Committee Resources
  - a. Current Partnerships Contracts

## **Appendix J**

## **Annual Conference**

1. Annual Conference Committee Guidelines
2. Annual Conference Policies
3. Annual Conference Committee Resources
  - a. Annual Conference Committee Operations Manual

## **Appendix K**

## **Professional Development**

1. Professional Development Committee Guidelines
2. Professional Development Policies
3. Professional Development Committee Resources
  - a. CEU Process Guideline

## **Appendix L**

## **Public Awareness / Communications**

1. Public Awareness / Communications Committee Guidelines
2. Public Awareness / Communications Policies
  - a. Social Media Policy
3. Public Awareness / Communications Committee Resources

## **Appendix M**

## **Membership Development and Services**

1. Membership Development Committee Guidelines
2. Membership Development Policies
  - a. Reimbursement Policy
3. Membership Development Resources
  - a. Classifications and Fees
  - b. Recruitment Resources
  - c. Regional Partnership Guideline
  - d. Sections Guidelines

## **Appendix N**

## **Recognition and Awards**

1. Recognition and Awards Committee Guidelines
2. Recognition and Awards Policies
3. Recognition and Awards Committee Resources
  - a. Award Nominations Packet
  - b. Past Award Recipients' List
  - c. Hall of Fame List

## **Appendix O**

## **Friends Foundation**

1. Friends Foundation Operations Guidelines
2. Friends Foundation Bylaws
3. Friends Foundation Bylaws (2)

## **Appendix P**