

New Hampshire Recreation and Park Association (NHRPA)  
Constitution

ARTICLE I

Name

The name of this organization shall be THE NEW HAMPSHIRE RECREATION AND PARK ASSOCIATION (hereinafter referred to as the ASSOCIATION).

ARTICLE II

Purpose and Objectives

The purpose of this organization shall be to promote and advocate the development and administration of recreation and park services, without discrimination, by means of educational sessions, meetings, seminars and conferences; to improve recreation and park activities and facilities in New Hampshire and, by conducting such opportunities. The substantial part of Association activities shall be directed to this purpose.

- To unite in one organization, all those employed in or identified with the recreation and park field in New Hampshire.
- To encourage cooperation between public and private agencies in the recreation and park field.
- To disseminate and receive information relating to the recreation and park field.
- To develop and promote principles and standards for the improvement of professional service to the recreation and park field.
- To encourage public awareness, advocacy, appreciation and support for recreation and parks.
- To assist in the establishment and the promotion of high professional standards for park and recreation services and personnel.
- To encourage and promote members to pursue educational opportunities and professional certifications.
- To provide high quality educational opportunities for members.

ARTICLE III

Location

Principle office of the New Hampshire Recreation and Park Association shall be located within the City of Concord, County of Merrimack and State of New Hampshire.

ARTICLE IV

Finance

Section 1      The fiscal year of the New Hampshire Recreation and Park Association shall be July 1 through June 30.

Section 2      Monies shall be deposited in the name of the Association at a bank(s) designated

by the Executive Board or into a specific Association program account and shall be withdrawn by such officer or agents as may be designated by the Executive Board.

- Section 3 Interest from savings accounts shall be reinvested in those accounts, or shall be transferred to the checking account of the Association as needed and approved by the Executive Board and Association members eligible to vote and present at the business meeting where the matter is to be decided. Q
- Section 4 The Association is an educational and service oriented, non-profit corporation exempt from Federal Income Tax under Section 501 (c) 6 of the Internal Revenue Code 1954. This Constitution and by-laws and operation of this Association shall be limited accordingly. No part of its monies will benefit individual members except as payment for contracted services. The Executive Board, upon recommendation from the Treasurer and the Finance Committee, has the authority to change the NHRPA tax code to a 501 C 3 or another tax status to benefit the members.
- Section 5 The term "educational" refers to instruction and training on recreation and park subjects which will benefit individuals, communities and the Association.
- Section 6 It shall be the responsibility of the Association to inform its members, and constituents of its members, of local, state and federal legislation affecting recreation and parks. The Association shall not participate in a political campaign for or against any candidate for public office, nor otherwise devote a substantial part of its activities to influence legislation.
- Section 7 The Association is identified as a "public interest organization" as opposed to a "social organization of professionals".
- Section 8 References to any Section of the Internal Revenue Code include the corresponding provisions of any subsequent federal tax laws.
- Section 9 The Executive Board has the authority to authorize an audit or financial review as needed.

#### ARTICLE V Membership

Membership in this association is open to any individual, business or organization interested in recreation and parks in who meets the requirements as provided in the membership categories outlined in the NHRPA bylaws.

- Section 1 Persons eligible for membership in the Association must complete the online membership registration or renewal and submit payment of annual dues to the Executive Director and/or membership committee. Any questions regarding qualifications for memberships shall be resolved by the Executive Director and/or the membership committee

- Section 2 Annual dues shall be determined by vote of Association members present at the business meeting where dues are set and upon recommendation of the Executive Board. The Board also has the authority to create and modify membership categories to increase membership in the association.
- Section 3 Any member who fails to pay annual dues after a 3 month grace period shall be removed from membership.
- Section 4 All membership will be renewed on a rolling basis allowing new members to join anytime during the year. Renewal will be one year from the date of membership
- Section 5 The Association shall be an Affiliate Member of the National Recreation and Park Association (hereinafter referred to as NRPA).

ARTICLE VI  
Geographic Division

The State shall be divided geographically into seven (7) districts. These districts are: Northern, North Central, Central, Southern, Seacoast, West and Southwest. Distribution of communities shall be reviewed as needed by the Executive Board.

ARTICLE VII  
Officers

- Section 1 The officers of the Association shall be a President, Past President, President Elect, Secretary and Treasurer. Upon recommendation of the Executive Board and a vote of the membership, the Association may include a Vice President.
- Section 2 The President, President Elect, Secretary, Treasurer, Vice President (when applicable) and the “at large members” shall be nominated by the general membership and elected by a majority of voting members. Ballots will be sent to voting members either by mail or email and must be returned to the President-Elect prior to the Annual Meeting.
- Section 3 The officers of this Association shall be elected prior to the annual meeting of this Association for a period of two years or until their successors are elected. Should a vacancy occur in any office, the Executive Board shall appoint a successor to fill the unexpired term.
- Section 4 The officers must attend all regularly scheduled NHRPA meetings and Executive Board meetings. Failure to attend two required meetings may be cause for removal from office. Should a vacancy occur in any office, the Executive Board shall appoint a successor to fill the unexpired term.

ARTICLE VIII  
Executive Board

- Section 1     The Executive Board shall include the following voting members; President, Past President, President-Elect, Secretary, Treasurer, four at large representatives, and Executive Director (ex-officio). Vice President may be included in the absence of Executive Director.
- Section 2     The Executive Board has the authority to assign roles to “at large representatives” as needed.
- Section 3     The Executive Board Members must attend all regularly scheduled NHRPA meetings and Executive Board meetings. Failure to attend two required meetings may be cause for removal from office. Should a vacancy occur in any office, the Executive Board shall appoint a successor to fill the unexpired term.

ARTICLE IX  
District Representatives

- Section 1     District Representatives shall be elected by a majority vote within each district and shall hold the office for two (2) years.
- Section 2     If a District Representative position is vacant, the President may appoint one, upon approval of the Executive Board, until such time as one is elected by the District.

ARTICLE X  
Executive Director

- Section 1     The Association may employ an Executive Director to help carry out the work of the Association. The Executive Director shall be responsible to the President of the Association. The Executive Director shall be a non-voting member of all committees and task groups.
- Section 2     The responsibilities of the Executive Director shall be defined in a job description approved by the Executive Board.
- Section 3     The Executive Director shall be hired and evaluated by the Executive Board.

Article XI  
Meetings

- Section 1     The Annual Business meeting of the Association shall be held once a year with exact date and location to be determined at the discretion of the Executive Board.” The Association Secretary must issue ten (10) business days’ notice of the annual meeting to all members. The Annual Business Meeting may also take place in conjunction with other Association business.

- Section 2 The President of the Association is empowered to call special meetings of the entire membership at a time and place determined by the Executive Board.
- Section 3 Meetings of the Association may be conducted according to Robert's Rules of Order at the discretion of the President.
- Section 4 The Executive Board shall have full power to act between meetings, and actions are to be reported to the Association at the next regular meeting.
- Section 5 A majority vote by member's eligible to vote present at any meeting shall be necessary to take actions, except as specified in the Constitution.

Article XII  
Voting

- Section 1 A majority of the Executive Board shall constitute a quorum at Executive Board meetings.
- Section 2 A majority vote by members eligible to vote present at any meeting shall be necessary to take actions.

ARTICLE XIII  
Grants to the Association

The New Hampshire Recreation and Park Association may accept grant monies for the purpose of sponsoring specific programs and/or services for the benefit of members of the Association. In the case of such a grant, a special committee or administrative board may be appointed by the Association President to be responsible for supervision of the program, acceptance of grant monies and disbursement of these grant monies to fulfill the exact purpose of the grant as specified by contract or written agreement. The President shall be empowered to give and accept grants and contracts on behalf of the Association, upon approval by the Executive Board.

ARTICLE XIV  
Amendments

- Section 1 Amendments to the Constitution and/or by-laws together with the object thereof may be proposed by any Association member to the Legislative Committee. The Committee shall ask the Secretary to send to each Association member a copy of the proposed amendment with a notice of the meeting, or deadline for voting. Such notice will be at least twenty (20) business days prior to that meeting. Amendments to the constitution and by-laws may be voted on at either a meeting or by mail, or electronically. However, any vote to dissolve the association must be voted on at a meeting.
- Section 2 Twenty-five percent (25%) of the voting membership shall constitute a quorum for any action to amend the by-laws or Constitution. The by-laws may be

amended by a majority vote of the quorum. The Constitution may be amended by a two-thirds majority vote of the quorum.

## ARTICLE XV

### Dissolution

- Section 1      The Executive Board may, by majority vote, propose dissolution of the Association after making provisions for the payment of all Association liabilities; and shall provide for the transfer of all assets of the Association to The NH Department of Resources and Economic Development (DRED), Division of Parks & Recreation for Community Recreation.
- Section 2      The Secretary shall notify the voting membership twenty (20) days before a special meeting for voting on such dissolution which shall be accomplished by a majority vote of fifty percent (50%) of the Association's voting members. The vote shall take place at the designated meeting.

Constitution and By-Laws Adopted December 17, 1974. Revised June 12, 1987. Revised June 8, 1995. Revised December 14, 2001. Revised February 7, 2003; Revised Sept. 23, 2005; Revised June 1, 2008, Revised October 24, 2013, Revised October 14, 2014.