

California Association
of Regional Park and
Open Space Administrators

By-Laws

As Amended October 7, 2004

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ARTICLE I - Name and Purpose of the Association

Section 1 – Name

This Association shall be known as “California Association of Regional Park and Open Space Administrators.”

Section 2 – Purpose

This Association shall be affiliated with the California State Association of Counties and California Park and Recreation Society. The objectives of these affiliations shall be as follows:

- a) To support and advance the goals of the California State Association of Counties and objectives of professional public parks and recreation administration for the purpose of improving county government in California.
- b) To achieve this general objective by the following:
 - 1) Advising and informing the California State Association of Counties and the California State Association of Counties and the California Park and Recreation Society on all parks, recreation, and leisure services policy matters having impact on county government.
 - 2) Advising and informing the California Park and Recreation Society on matters relating to State financing of parks, recreation and open space. Further, the Association shall advise on legislation affecting natural resources, including open space, regional parks and recreation, and fish and game activities.
 - 3) Acting as a forum for sharing knowledge and information among the members of this association.
 - 4) Conducting special studies of county government parks and recreation issues for this association or for the California State Parks Association of Counties.
 - 5) In accordance with approved policies of California State Association of Counties, establishing and maintaining effective communication with federal and state agencies for the purpose of informing and advising them regarding parks, recreation, and leisure services proposals and policies that affect county government.

- 6) Participating in the development of the California State Association of Counties parks and recreation legislative program and, upon the establishment of a policy position by California State Association of Counties, promoting such legislation for the betterment of county government by contact with the State Legislature and the Congress and their respective staffs.
- 7) Encouraging the establishment of improved operational standards in county government. The objectives of this Association do not include the promotion of professional standards, code of ethics, staff development, or other functions of a professional society.

Article II - Membership

Section 1 – Regular Members

A parks and/or open space administrator at the managerial or confidential level, in any California city, county or special district, regardless of the title used, who is responsible for the administration of parks, open space, or recreation activities shall be eligible for Regular membership.

Staff who are not at the managerial or confidential level may be members when they are sponsored by a current member, who is employed by the same agency as the prospective member, and where the sponsor is at the managerial or confidential level. Each agency shall be limited to one such additional attendee per annual conference.

Contractors, consultants and others in the private sector will not normally be eligible for regular or associate membership, unless the membership of the individual(s) is agreed upon by a unanimous vote of the Board.

Section 2 – Voting Rights

Each member shall have one vote.

Section 3 – Honorary Members

Any former member of this Association or any person who has made an outstanding contribution to the Association, California State Association of Counties, or the field of parks and recreation may be nominated as an Honorary Member. Such membership must be confirmed by a majority vote of the Board of Directors. Such Honorary Members shall have no voting rights.

Section 4 – Associate Members

Any person may be eligible to be an Associate Member of the Association by making application for membership and being confirmed by a majority vote of the members present at the Association's annual meeting. Such Associate Members shall have no voting rights.

Section 5 – Retired Members

Retired members are defined as those who have retired from full time employment, and who have been employed for the equivalent of 10 or more years in the park, open space or recreation field. Retired members shall remain members in good standing and shall be invited to participate in all meetings of the Association. Retired members shall have no voting rights. Retired members are exempt from payment of regular membership dues, and may attend the annual conference, or other CARPOSA functions, by payment of the fees charged to regular members.

ARTICLE III - Officers and their Duties

Section 1 – Board of Directors

- a) The Board of Directors shall be composed of seven individuals.
- b) The Board of Directors shall be composed of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Director at Large – South
 - Director at Large – North
 - Immediate Past-President
- c) The Board of Directors shall be selected insofar as possible to represent the various geographical areas of the state.

Section 2 – Quorum

A majority of the Board of Directors shall constitute a quorum.

Section 3 – Duties

- a) The Board of Directors shall have general control and supervision of the affairs of the Association and shall decide upon all questions which may arise during the interval between meetings of the membership of the Association, except as otherwise provided in these Bylaws.

- b) The Board of Directors shall be authorized to represent positions publicly of the Association and shall be empowered to determine positions for the Association on issues requiring timely response.

Section 4 – President

- a) The President shall preside at all meetings of the Association and Board of Directors.
- b) The President shall appoint members to committee, task forces, or other bodies as necessary.
- c) The President shall perform such other duties usually incumbent upon that office.

Section 5 – Vice President

The Vice Present shall exercise presidential functions if the President is absent or unable to serve. The Vice President, with the assistance of the President, shall have the primary responsibility of arranging the programs for the meetings of the Association. The Vice President will ordinarily ascend the Presidency.

Section 6 – Secretary

The Secretary shall take and transcribe minutes of the meetings of the Board of Directors and shall keep the official records of the Association.

Section 7 – Treasurer

The Treasurer shall keep the financial records of the Association and give financial reports at meetings of the Board Directors.

Section 8 – Directors at Large

The Directors at Large, South and North, shall assist in membership recruitment and in arranging programs for the meetings of the membership and of the Board of Directors held in their respective portions of the state.

ARTICLE IV - Election of Officers

Section 1 – Election and Term of Office

The officers and members of the Board of Directors shall be elected at the annual meeting of the Association in odd-numbered years for two-year terms.

Section 2 – Nominations

Nominations of officers for the ensuing year shall be made by a nominating committee consisting of two members appointed by the President prior to the annual meeting. Nominations may also be made from the floor.

Section 3 – Vacancies

Vacancies of officers shall be filled by the Board of Directors to serve until the next annual meeting.

ARTICLE V - Committees

Section 1 – Executive Committee

The President, Vice President, Secretary, Treasurer, and Immediate Past-President shall serve as an Executive Committee to carry out the continuing business of the Association as necessary.

Section 2 – Special Committees

The President shall appoint such special committees, as he/she may deem necessary for the proper transaction of the business of the Association. Vacancies in committees shall be filled by the President.

Section 3 – Quorum of Committees

A majority of each committee shall constitute a quorum.

ARTICLE VI - Meetings

Section 1 – Meetings of Association

- a) The annual meeting of the members shall be held in the Fall at a location hosted by a member agency and approved by the Board of Directors.
- b) Other meetings shall be called by the President or Board of Directors as required.
- c) A quorum for each meeting shall consist of those in attendance at the meeting, provided that a notice has been sent to all members in advance of the meeting.

Section 2 – Meetings of Board of Directors

- a) The Board of Directors shall meet a minimum of three times a year, including at the annual meetings of the Association. Such meetings may be held in association with meetings of the California Park and Recreation Society. The meetings may be telephone, video conference or other electronic communications means.
- b) A meeting of the Board of Directors may be called at the request of the President, or by at least three members of the Board of Directors. A reasonable notice to each member of the Board of Directors is required.

Section 3 – Procedures

Robert's Rules of Order shall be followed unless inconsistent with By-laws or rules of the Association.

ARTICLE VII - Dues

Section 1 – Membership Dues

The annual membership dues for the Association shall be \$100.00 for each member. Agency dues shall be \$300.00 per year and will allow for three or more people from each agency. Annual dues shall cover the period from July 1 through June 30.

Membership dues may be increased at the annual general membership meeting, and shall require a majority vote of those present at the meeting.

ARTICLE VIII - Expenses

Section 1 – Claims

All claims, except for travel expenses, for payment or reimbursement of expenses shall be approved by at least two members of the Board of Directors before payment.

Section 2 – Travel Expenses

Reasonable expenses of the members of the Board for Directors for travel related costs for meeting of the Board of Directors that are not held in connection with meetings of the Association shall be reimbursed upon approval of the majority of the members of the Board of Directors.

Section 3 – Reporting

All expenses shall be reported by the Treasurer at meetings of the Board of Directors.

ARTICLE IX - Amendments

Section 1 – Initiation of Proposed Amendments

Any member may propose an amendment to the By-laws by submitting it to the Board of Directors in written form.

Section 2 – Board of Directors

The Board of Directors shall review each request for change and submit proposed changes to the membership for a vote. The Board of Directors shall determine the manner of voting.

Section 3 – Members

Members shall be sent a copy of any proposed amendment approved by the Board of Director at least ten calendar days before the vote is taken. An amendment must receive a majority vote of the members in attendance at an Annual General Meeting, or through a ballot election, to be approved.