Branch Operating Procedures
Amended September 14, 2017

I. POWERS AND OPERATING PROCEDURES
A. Branches of The Pennsylvania Recreation and Park Society, Inc. are comprised of members in good standing engaged in similar interests and professional practices. Branches shall have the power necessary to carry out their purposes and objectives, subject only to the limitations provided by the Constitution and Bylaws of PRPS and the certificate of incorporation of same. Branches shall operate directly under the Constitution and Bylaws of PRPS except as noted in this document.

II. PURPOSES AND OBJECTIVES
A. Aquatics Branch
The name of the organization shall be the Aquatics Branch of The Pennsylvania Recreation and Park Society, Inc. Its purposes and objectives:
1. To unite members of The Pennsylvania Recreation and Park Society, Inc. who are interested in aquatics into one unified body.
2. To promote best practices in the field of aquatics in the Commonwealth of Pennsylvania.
3. To encourage and promote personal development for professionals in the field.
4. To provide a forum for the dissemination of information on issues that may affect branch members.
5. To help develop recommended standards in aquatics.
6. To assist in the development of legislation concerning aquatics management throughout the Commonwealth of Pennsylvania, and to monitor related legislation and advise the PRPS Governmental Affairs Committee as needed.

B. Community Recreation and Park Branch
The name of the organization shall be the Community Recreation and Park Branch of The Pennsylvania Recreation and Park Society, Inc.
1. The general purposes and objectives of the branch shall be to:
   a. Educate the public to the increasing importance of leisure and recreation to the physical and mental well-being of the citizens of the Commonwealth of Pennsylvania;
   b. Encourage the growth of public and private leisure resources, including park and recreation lands, facilities and programs, and to improve their quality and accessibility;
   c. Strengthen the quality of leadership in parks, recreation, and leisure services through education and training, and to assure that this leadership reflects the rich diversity of the Branch; and
   d. Encourage and disseminate research and information to the membership and the public on parks, recreation, leisure and related subjects.
2. The specific purposes and objectives of the branch shall be to:
   a. Unite those members of PRPS having responsibility for implementing park and recreation programs in the communities of the Commonwealth of Pennsylvania;
   b. Foster and maintain high standards of professional qualifications and ethics among all recreation and parks personnel serving in Pennsylvania’s counties, cities, boroughs, townships, school districts, and quasi-public and private agencies;
   c. Provide a forum for the expression of and action on problems and innovations that may be peculiar to the field;
   d. Provide a structure for the continued exploration of issues that directly relate to municipal, school, quasi-public, and private recreation and park agencies;
   e. Provide for and stimulate communication and coordinating among community-based recreation and park practitioners;
   f. Establish and maintain lines of communication with state and federal agencies involved with the provision of recreation and park programs on the community level;
   g. Act as a vehicle for the presentation of community-oriented recreation and park concerns to the Board of Directors of PRPS and other involved groups and individuals;
h. Recruit and evaluate student scholarship applications prior to the Annual Conference; and
i. Coordinate interactions between professional and student members in college and university classrooms.

C. Park Resources Branch
The name of the organization shall be the Park Resource Branch of The Pennsylvania Recreation and Park Society, Inc. Its purposes and objectives:
1. To unite those members of The Pennsylvania Recreation and Park Society, Inc., who are primarily interested in planning, design, management, maintenance, operation, interpretation and public education related to parks, open space, and resource conservation.
2. To communicate methods and techniques concerning park and resource conservation through the Society.
3. To provide a structure for Park Resource Conservation persons to expand their effectiveness.
4. To promote involvement of Park and Resource Conservation persons within The Pennsylvania Recreation and Park Society, Inc.
5. To propose actions on legislative issues which relate to the Park Resource Branch.
6. To seek new members for the branch and to the society from various occupations.
7. Plan, implement and coordinate the annual Resource Operations Workshop and other educational workshops.
8. To keep aware of new and proposed Park and Resource Conservation programs initiated by public or private agencies.
9. To promote and encourage members to publish articles and otherwise disseminate information about park and recreation matters, including new technology of park operations and programming techniques.

D. State Park Branch
The name of the organization shall be the State Park Branch of The Pennsylvania Recreation and Park Society, Inc.
Its purposes and objectives:
1. To unite all state park employees in Pennsylvania into one organization.
2. To foster and maintain high standards of professional qualifications and professional ethics.
3. To act as an agency for representing its members, when and where professional representation is desired.
4. To stimulate interest in State Parks programs—
   their recreational use, development and conservation; and contribute to the discussion of problems relating to park and recreation throughout Pennsylvania.
5. To promote better relationships between other organizations and agencies with mutual interests.
6. To encourage and promote adequate programs of professional training for park personnel.
7. To protect the interest of State Park personnel, as a group, in situations where their professional interest are involved.
8. To encourage study and research on matters of professional interests.
9. To assist the Secretary of the Department of Conservation and Natural Resources of the Commonwealth of Pennsylvania and the Director of the Bureau of State Parks in the attainment of their park objectives.
10. To function in any other manner which will further the interests of State Parks and its personnel.

E. Therapeutic Recreation Branch
The name of the organization shall be the Therapeutic Recreation Branch of the Pennsylvania Recreation and Park Society, Inc. Its purposes and objectives:
1. To unite all members associated with recreation and leisure programs for individuals with disabilities in both clinical and community settings.
2. To strengthen the quality of leadership and programs in recreation and leisure services with individuals with disabilities through education and training.
3. To promote and stimulate an understanding and appreciation of the value of recreation to all individuals regardless of illness or disability.
4. To monitor legislation concerning therapeutic recreation and related topics and advise the PRPS Governmental Affairs Committee as needed.
5. Plan, implement and coordinate the annual Therapeutic Recreation Institute and other educational workshops.

III. OFFICERS
A. The officers of the Branches shall be President, President-Elect, and Secretary.
B. The President-Elect and Secretary shall be elected for a term of two years. At the conclusion of the two year term, the President-Elect assumes the role of President for the Branch for the ensuing term of office.
C. Election of the President-Elect and Secretary shall
be conducted by a mail or electronic ballot of the Branch membership. The membership shall receive electoral ballots in accordance with the PRPS election process and a simple majority of votes received shall constitute election of office. This process may be modified for an uncontested election per Section V.D.

D. Installation of officers shall be conducted during the Annual Conference of PRPS.

E. The President shall be the Branch representative on the Board of Directors of PRPS. In the absence of the President at meetings of the Board of Directors, his/her appointee representative will cast a proxy vote on all issues brought before the Board of Directors at such meetings.

IV. DUTIES OF OFFICERS

A. President
1. The President of the Branch shall function as the highest officer of the Branch.
2. He/She shall act as the presiding officer at the meeting of the Branch and its Executive Committee.
3. He/She shall represent the Branch as a member of the Board of Directors of PRPS.
4. The President, or a member appointee of the President, shall represent the Branch at state, district and national meetings on matters of vital interest to the Branch membership.
5. He/She shall, with the approval of the Executive Committee, appoint such committees as are necessary to carry out the business of the Branch.
6. He/She shall, with the approval of the Executive Committee, be responsible for the Branch Operating Budget.
7. He/She shall appoint a member of the Branch to coordinate the Branch Programs at the Annual Conference of PRPS.
8. He/She shall perform such duties as ordinarily pertain to the office.

B. President-Elect
1. The President-Elect, as an officer of the Branch, shall assist the President in his/her duties when called upon.
2. He/She shall perform the duties of the President in his/her absence.
3. He/She shall serve as a member of the Membership Committee and the Constitution and ByLaws Committee of PRPS.

C. Secretary
1. The Secretary, as an officer of the Branch, shall be the legal custodian of all the records of the Branch.
2. The Secretary shall take, transcribe and disseminate the minutes of the Branch meetings to the membership and Executive Committee meetings to the Executive Committee members.
3. The Secretary shall be generally responsible for Branch correspondence and for disseminating information pertinent to the membership.
4. Upon retirement from office, the Secretary shall turn over all property, books and records to the PRPS Office.

D. Representatives
1. The Representative(s) shall be the elected delegate(s) of the Branch’s general membership to the Branch’s Executive Committee with voting privileges at Executive Committee meetings equal to those of the officers of the Branch.

V. EXECUTIVE COMMITTEE

A. The governing body of the Branch shall be known as the Executive Committee, and shall conduct all business in and between meetings of the Branch.
B. The Executive Committee shall consist of the officers of the Branch and up to 10 other Representatives elected from the Branch’s membership. The Representatives shall be elected from and by the membership of the Branch on the Branch ballot in accordance with the PRPS election process. The Representatives shall be elected for a two-year term of office and be eligible for re-election for successive terms as a Representative.
C. Any Branch, with more than three (3) representatives shall have the option to elect one-half (1/2) of those representatives each year for a two-year term so that the full slate of representatives does not turn over every two (2) years.
D. The Executive Committee shall have the power to fill vacancies in a Branch office or position. Such appointment is effective only until the next regularly scheduled election. A person so appointed shall be eligible for election to that office upon the next election.
E. If the annual slate of candidates for election for either officers or representatives, after solicitation for additional interested candidates, contains only one nominee per position, the Executive Committee may approve the uncontested ballot.

VI. COMMITTEES

A. The President, with the approval of the Executive Committee, shall appoint for his/her term of office such committees as are necessary to perform the activities and business of the Branch.
VII. ORDER OF BUSINESS
The order of business of all meetings of the Branch shall be in accordance with the current issue of Roberts Rules of Order.

VIII. REVENUE GENERATION AND CASH MANAGEMENT
A. All fund raising/revenue generation activities shall be in accordance with the current financial policies and procedures of The Pennsylvania Recreation and Park Society, Inc.
B. A Branch may choose to direct all self-generated revenues and expenses through the PRPS Office, or; it may establish its own bank account(s) using the PRPS Employer Identification Number (EIN), and maintain its own accounting records. Branches that maintain their own bank account(s) must submit complete income and expense reports and copies of bank statements at least semi-annually to the PRPS Financial Manager. Such reports and statements will be provided to PRPS’ auditors.