



District Operating Procedures

Amended November 16, 2022

I. POWERS AND OPERATING PROCEDURES

A. Districts of The Pennsylvania Recreation and Park Society, Inc., are geographic regions as defined by the Society and comprised of members in good standing residing and/or working in those regions. Districts shall have the powers 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. Districts shall operate directly under the Constitution and Bylaws of the Pennsylvania Recreation and Park Society, Inc., except as noted in this document.

II. PURPOSES AND OBJECTIVES

The purposes and objectives of the District organizations are to:

- A. Unite into one organizational structure all recreation and park interests within a specific geographic region.
- B. Increase the effectiveness of the membership as park and recreation officials through the sharing of experiences, ideas, techniques and operational procedures.
- C. Bring before the membership of PRPS current issues of significant interest in the recreation and park field at the national, state and local level.
- D. Stimulate and promote greater interest in and recognition of park and recreation at the local level of government.
- E. Carry on a continuing program of education for lay and elected officials as well as park and recreation administrators.
- F. Represent the park, recreation and leisure interests of all individuals within the institutional and community setting within a specific geographic area.

III. OFFICERS

- A. The officers of the Districts shall be President, President-Elect, Secretary and Treasurer.
- B. The President-Elect, Secretary, and a Treasurer shall be elected for a two (2) year term of office. At the conclusion of the two (2) year term, the President-Elect assumes the role of President of the

District for the ensuing term of office.

C. Election of the President-Elect, Secretary and Treasurer shall take place in accordance with the PRPS election process except for uncontested elections as noted in Section V.E.

D. Installation of officers shall be conducted during the annual conference of PRPS.

E. The President shall be the District representative on the Board of Directors of PRPS. In the absence of the President at meetings of the Board of Directors of The Pennsylvania Recreation and Park Society, Inc., his/her appointed representative will cast a proxy vote on all issues brought before the Board of Directors as such meetings.

IV. DUTIES OF OFFICERS

A. President

1. The President of the District shall act as the presiding officer at the meetings of the District and the Executive Committee.
2. The President shall represent, or name an appointee of the duly-elected District Executive Committee to represent the District to the Board of Directors and/or at all meetings on matters of vital interest to the District membership.
3. He/She shall, with the approval of the Executive Committee, appoint such committees as are necessary to carry out the business of the District.
4. He/She shall perform such duties as ordinarily pertain to the office.

B. President-Elect

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

C. Secretary

1. The Secretary, as an officer of the District, shall be the legal custodian of all records of the District.
2. He/She shall be responsible for District correspondence and for disseminating information

pertinent to the membership of the District.

3. He/She shall take, transcribe, and disseminate the minutes of District meetings to the membership and Executive Committee meetings to the members of the Executive Committee.

4. The Secretary upon retirement from office shall turn over all property, books and records to the PRPS Office staff.

D. Treasurer

1. The Treasurer, as an officer of the District, shall receive and disburse all monies of the District in accordance with directives from the Executive Committee.

2. He/She shall be responsible for a quarterly accounting of all income and expenses in accordance with the policy of PRPS.

3. The Treasurer upon retirement from office shall turn over all property, books, records and monies to the PRPS Office staff.

E. Representatives

1. The Representatives shall be elected delegates of the District's general membership to the District's Executive Committee with voting privileges at Executive Committee meetings equal to those of the officers and immediate Past-President of the District.

V. EXECUTIVE COMMITTEE

A. The governing body of the District shall be known as the Executive Committee, and shall conduct all business in and between meetings of the District.

B. The Executive Committee shall consist of the officers of the District, the immediate Past-President, and up to four Representatives elected from the District's membership. The Representatives shall be elected from and by the membership of the district on the district ballot in accordance with the PRPS election process. Representatives shall be elected in opposite years from the officers and shall be elected for a two-year term of office and be eligible for re-election for a successive term as a Representative.

C. The Executive Committee shall have the power to fill vacancies in a District 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.

D. The President of the District shall be the presiding member of the Executive Committee.

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

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 District.

VII. ORDER OF BUSINESS

The order of business for all meetings of the District shall follow a consensus and collaboration based decision-making process using a simple "first," "second," and "vote" procedure of motions.

VIII. REVENUE GENERATION AND CASH MANAGEMENT

A. All fundraising/revenue generation activities shall be in accordance with the current financial policies and procedures of The Pennsylvania Recreation and Park Society, Inc.

B. A District 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. Districts that maintain their own bank account(s) must allow electronic monitoring access by the PRPS financial manager and submit monthly income and expense reports and copies of bank statements to the PRPS financial manager. Such reports and statements will be provided to PRPS' auditors.