

PRAC Bylaws 2016

Article 1 – Name

Section 1. The name of this association shall be the Park Rangers Association of California.

Section 2, The principal office of the association shall be in Stewart Point California. The association may have such other offices as may from time to time be designated by the Board of Directors.

Article II - Purpose and Objectives

The purpose of this association shall be: to promote the best interests of uniformed park personnel; to establish statewide professional communication for rangers and park agencies; to educate governmental agencies and public as to the role of the park ranger.

Article III - Membership

Section 1. Voting Membership

- a. Regular Membership - includes permanent, part-time, seasonal, retired, or managerial positions with current or past uniformed park employment experience or service.
- b. Honorary Membership - includes any individual formally recognized for distinguished service devoted to the objectives of the association. An honorary member may be any person who is nominated by a member of any membership class and approved by a unanimous vote by the Board of Directors. Honorary members shall receive lifetime benefits of regular voting membership, including registration discounts to the annual conference, training events, and all publications.

Section 2. Non-Voting Membership

- a. Agency - includes park agencies, which employ uniformed park personnel, and agencies supporting the park ranger profession.
- b. Student - includes full-time students interested in positions in parks as uniformed personnel.
- c. Associate - includes anyone interested in the ranger profession, but who has not had uniformed experience.

- d. Supporting - includes any individual or group that wishes to contribute financially to the advancement of the ranger profession; a supporting member may be a voting member if the individual meets the qualifications of regular membership.

Section 3. Duration of Membership and Resignation

Membership in this association may terminate by voluntary withdrawal as herein provided or otherwise in pursuance of these bylaws. All rights, privileges, and interests of a member in or to the association shall cease on the termination of membership. Any member may, by giving written notice of such intention, withdraw from membership. Such notice shall be presented to the Board of Directors at the next succeeding meeting of the Board of Directors. Withdrawals shall be effective upon fulfillment of all obligations to the date of withdrawal.

Section 4. Suspension and Expulsion

Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be violation of the bylaws or any lawful rule or practice duly adopted by the association, are any other conduct prejudicial to the interest of the association. Suspension or expulsion shall be by a two thirds vote of the entire membership of the Board of Directors provided that a statement of the charges shall have been sent by certified or registered mail to the last recorded address of the member at least (20) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered and the member shall have the opportunity to appear in person and/or to be represented by counsel to present any defense to such charges before action is taken thereon.

Article IV - Dues

Section 1. Determining - the annual dues for each member of the association shall be determined by the Board of Directors

Section 2. Payment - Members who fail to pay their dues within (30) days from the time same become due shall be notified by the Executive Manager, and if payment is not made within the next succeeding thirty (30) days shall, without further notice and without hearing; be dropped from the rolls and thereupon forfeit all rights and privileges of membership; provided that the Board of Directors may by rule prescribe procedure for extending the time payment of dues and continuation of membership privileges upon request of a member and for good cause shown.

Article V - Meetings

Section 1. Annual - There shall be an annual meeting of the association during the month of March, unless otherwise ordered by the Board of Directors, for receiving the annual reports, and the transaction of other business. Notice of such meeting, signed by the Secretary/Treasure (or other officer designated by the Board of Directors), shall be mailed to the last recorded address of each member at least thirty (30) days before the time appointed meeting.

Section 2. Quorum - Twenty (20) members present at any meeting of the association shall constitute a quorum, and in case there be less than this number, the presiding officer may adjourn the meeting from time to time until a quorum is present. Section 3. Order of Business - The order of business at meetings shall be as follows:

1. Call to order
2. Adoption of previous meeting minutes
3. Received communications
4. Reports of officers
5. Reports of committees
6. Unfinished business
7. New business
8. Adjournment

The order of business may be altered or suspended at any meeting. The usual parliamentary rules as laid down in "Roberts Rules of Order" shall govern all deliberations, when not in conflict with these bylaws.

Article VI - Board of Directors

Section 1. Powers - The Board of Directors shall have supervision, control and direction of the affairs of the association; shall determine policies or changes therein within the limits of the Bylaws; shall actively prosecute it's purpose; and shall have discretion in the disbursement of its funds.

It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 2. Membership - The Board of Directors shall be composed of the President, Immediate Past President, and seven (7) Directors.

Section 3. Regions - The State of California shall be divided into five (5) geographical regions, with the state of Nevada and Oregon, for the purpose of electing Directors or membership voting, as follows.

Region 1. Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, and Sonoma Counties.

Region 2. Monterey, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz Counties.

Region 3. Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Fresno, Glenn, Lassen, Madera, Mariposa, Merced, Modoc, Mono, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba counties.

Region 4. Inyo, Kern, Kings, Los Angeles, San Luis Obispo, Santa Barbara, Tulare, and Ventura counties.

Region 5. Imperial, Orange, San Bernardino, San Diego, and Riverside counties.

Region 6. All of Nevada.

Region 7. All of Oregon and Washington States.

Section 4. Meetings - The Board of Directors shall meet at the time and place of the annual meeting. The Board of Directors shall meet quarterly upon the call of the President at such times and places as he/she may designate, and shall be called to meet upon demand of a majority of its members.

Decisions made by the Board of Directors shall determine policy for the association between annual meetings. Notice of all meetings of the Board of Directors shall be sent to each member of the board at his/her last recorded address at least ten (10) days in advance of such meetings.

Section 5. Quorum - A majority of the whole Board of Directors shall constitute a quorum for any Board meeting called to order by the President.

Section 6. Absence - Any member of the Board of Directors unable to attend a meeting shall, in a letter address to the President or Secretary, state the reason for absence. If a Director or Officer is absent from two (2) consecutive meetings for reasons which the Board of Directors declares sufficient, his/her resignation shall be deemed to have been tendered and accepted. No proxy may be given to allow an absent member of the Board of Directors to vote.

Section 7. Compensation - Directors as such shall not receive any compensation for their services as Directors, but the Board may by resolution authorize reimbursement of expenses incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expenses by designated officers of the association.

Nothing herein shall preclude a Director from serving the association in any other capacity and from receiving compensation for such services.

Section 8. Resignation or Removal - Any Director or Officer may resign at any time by giving written notice to the President, the Secretary, or the Board of Directors. Such resignation shall take effect at the time specified therein, or if no time is specified, at any time of acceptance thereof as determined by the President or the Board of Directors.

Any Director or Officer may be removed by the two-thirds vote of the entire Board of Directors.

Article VII - Officers

Section 1. President

The President is the principal elected officer of the organization, and shall preside at meetings of the Association and Board of Directors

The President shall be an ex-officio member with right to vote on all PRAC committees, except the Nominating Committee.

The President shall, at the annual meeting of the association and at such other times deemed proper, communicate to the Association or the Board of Directors such matters or suggestions as may tend to promote the welfare and increase the usefulness of the Association, and shall perform other duties as are necessarily incidental to the office of the President or as may be prescribed by the board.

Section 2. Regional Directors

The Regional Directors shall be elected by the membership and constitute the governing Board of Directors.

Section 3. Terms of Office

Each elected officer and director shall take office on January 1, and serve for a term of two years. There shall be no limit to the number of terms, which a person can serve in any office or as a director.

Section 4. Vice President

The Vice President shall be appointed by the board from among the elected members of the board. The Vice President is delegated to perform the President's duties, in the event of a temporary disability or absence, and shall have such other temporary authority and duties acting as the President or as the Board of Directors may assign.

Section 5. Secretary/Treasurer

The Secretary/Treasurer shall oversee those duties of the Executive Manager and sign all official documents relating to these functions. All financial records, vouchers, receipts, bank records, and tax reports will be signed by the Secretary/Treasurer and returned to the Executive Manager as soon as the tax reports are mailed. It shall be the Secretary/Treasurer's duty to attest documents and to perform such other duties as are usual for such official or as may be duly assigned.

Section 6. Executive Manager

The Executive Manager shall be appointed by the President with the approval of the Board of Directors. He/she shall be the chief executive and operating officer of the association, with responsibility for the management of all operations, programs, activities, and affairs of the association. The executive Manager shall keep an account of all monies received and expended for the use of the association, and shall make disbursements authorized by the Board of Directors.

The Executive Manager shall deposit all sums in the bank, approved by the Board of Directors, and shall prepare a quarterly report and mail it to the Board of Directors or deliver it to them in person at the next meeting. An annual report shall be prepared and printed in the newsletter in addition to being sent to the Board of Directors. The funds, books, and vouchers in the Executive Manager's hands shall at all times be subject to verification and inspection by the Board of Directors or any member of the association. The Executive Manager shall prepare for the Secretary/Treasurer's signature appropriate federal and state tax reports. The Executive manager shall give notice of and attend all meetings of the association and keep a record of all proceedings. The Executive Manager shall have such other duties as may be prescribed by the Board of Directors.

Section 7. Qualifications - All officers and directors, except the Executive Manager, shall at the time of nomination or

appointment be regular members of the association and shall maintain current regular member status during their term of office.

Section 8. Bonding

At the direction of the Board of Directors, any officer or employee of the association shall furnish, at the expense of the association, a fidelity bond, in such a sum as the Board of Directors shall prescribe.

Article VIII - Elections

Section 1. Nominations

The nominating committee shall meet in October each year and select two candidates for each position needed to be elected. The committee shall notify the Secretary/Treasurer in writing by November 15 of those candidates nominated with their candidate statements and signed agreement to serve if elected to office.

Section 2. Offices to be Filled

In odd numbered years, candidates for President, Directors of region two (2), region four (4) and region six (6) shall be elected. In even numbered years, candidates for the Directors for region one (1), three (3), five (5), and seven (7) shall be elected.

Section 3. Ballot

The Secretary/Treasurer will prepare a ballot and send it to all voting members by December 1 of each year. The ballot may be a mailed ballot or an electronic ballot. Mailed ballots shall include a return envelope marked "ballot" and addressed to the association headquarters. Each ballot will indicate the final date of return, which shall be no less than thirty (30) days from the date ballots are sent to members.

Section 4. Candidate requirements - All candidates for office shall be current, regular, PRAC members.

Article IX - Committees

Section 1. Appointment of Committees - The President, subject to approval of the Board of Directors, shall appoint such standing, special, committees or subcommittees as may be required by the bylaws or as he/she may find necessary.

Section 2. Nominating Committee - During the month of September in each year, the Board of Directors shall appoint a nominating committee of three (3) persons to nominate candidates for the

elected offices of the association. No member of the Board of Directors may be appointed to this committee.

Article X - Mail Vote All elections and bylaws amendments must be by mail vote. Voting on any other matter may be conducted by mail vote.

Article XI - Fiscal Year The fiscal year shall commence on the 1st day of January and shall end on the 31st day of December. Article XII - Dissolution The association shall use it's funds only to accomplish the objectives and purpose specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the association. On disown dissolution of the association, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.

Article XIII - Amendments

Section 1. These bylaws may be amended, repealed, or altered, in whole or in part by two-thirds vote of the Board of Directors or at the Annual Membership meeting, when a quorum is declared present.

Section 2. No such Bylaw amendment shall abrogate or be inconsistent with any part of the Constitution.

Section 3. Amendments to the Bylaws shall become effective immediately upon adoption by the Board of Directors.

Section 4. the Board of Directors shall notify the Membership in a timely manner of all changes made to the Association's governing documents, and make an updated and current copy of the Bylaws available on the PRAC website.