

BY-LAWS OF THE MONTANA TRAILS, RECREATION AND PARK ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the “Montana Trails, Recreation and Park Association” (MTRPA/Association). MTRPA is an affiliate of the National Recreation and Park Association (NRPA).

ARTICLE II - MISSION STATEMENT

Section 1. Mission: The MTRPA mission is to improve the quality of life in Montana through parks, recreation, natural resources, and tourism.

Section 2. Goals: Strengthen MTRPA and enhance the professionalism of its members through training, education, and networking. Enhance the public awareness of the benefits and value of leisure services, parks, and natural resources.

ARTICLE III - ORGANIZATION

Section 1. Statewide: The Association shall be organized on a statewide basis and its purposes, objectives, and interests shall serve the entire state.

Section 2. Sections: Any active member of MTRPA may request the establishment of a section. Sections may represent regions, agency affiliations, professional interest, or NRPA Sections. The Executive Board shall establish or abolish sections as requested and to appoint a section chairperson. Sections shall be responsible for the development and implementation of MTRPA sponsored programs, for input to the Program Committee for the annual conference, for section information in the Association Newsletter/website, events, and fund-raisers. Chairs solicit members from their discipline. Sections shall conduct business in compliance with Association By-Laws and shall meet as decided by that section membership. Chairs report to the Executive Board.

Section 3. Affiliations: The Association shall be given public recognition as a co-sponsor of all public activities and events supported or hosted by the Association. Examples: NYSCA, Hershey Track Program, United States Tennis Association.

ARTICLE IV - MEMBERSHIP

Members of MTRPA are those who have an interest in the parks, trails, recreation, natural resources, and/or tourism in the State of Montana, and have paid their annual dues to the Association. Members are categorized by their profession, association involvement and interest. Members are vital to the success of MTRPA. Benefits of membership include voting privileges, discounted annual conference and training rates, legislative updates, MTRPA newsletters, free job postings, and membership information. Some commercial memberships include additional benefits such as website ads. Please refer to the attached fee schedule for all membership levels and their accompanying benefits. Active members are those who have paid their annual dues.

Section 1. Categories of Membership

Professional Members: Individuals or organizations that provide recreation, tourism, or related services and/or provide for the management and operations of parks, trails, conservations lands, recreation facilities, and public access to recreation. Members generally have a demonstrated interest in the goals and objectives of the Association. Examples of these types of members include municipal, state or federal employees that work in the aforementioned fields. This category may include temporary, lifetime, honorary members as determined and designated by the Board of Directors.

Affiliate/Partner/Educational Institution Members: This category of memberships is offered to organizations outside the traditional professional membership. These include citizens and organizations that act in a political and/or advisory capacity related to parks, recreation, or recreation resource management. Membership is also available to students preparing themselves for a career in recreation and parks at one of the institutions of higher education in Montana. Students studying at a university outside of Montana may obtain an individual student membership. This category includes volunteers and any other individual, group, or organization that wishes to partner, or work cooperatively, to support any goals or projects of the Association.

Commercial: Commercial memberships are offered to commercial organization or for profit organizations who wish to support the Association and receive the benefits of membership. Commercial memberships have tiered benefits that are summarized in the attach fee schedule.

Section 2. Membership Dues: Annual membership dues are payable January 1st. Membership fees shall be approved annually at the annual membership meeting. (Fee schedule effective January 1st of each year.)

ARTICLE V - OFFICERS, ADVISORY TEAM, LIAISONS, AND DUTIES

Section 1. Executive Board: The Executive Board shall conduct the business of the Association. Officers must be an active member of the Association. Officers who miss a third meeting of an elected term will be removed from office.

The Executive Board shall consist of the following officers:

<u>Title/Office</u>	<u>Term in Years</u>	<u>Year of Election</u>
President	2	Not elected, Pres. Elect becomes Pres.
President-Elect	2	Odd
Secretary	2	Even
Treasurer	2	Even
Past President	2	Not elected, member of Advisory Team
Advisory team	2	Staggered
Membership Coordinator	2	Even

Section 2. Officers and Their Duties and Responsibilities: Each officer is responsible for keeping accurate records of business and fiscal affairs while they hold office. Records should be in a useable form and passed on to the next office holder. Each officer shall attend annual, mid-year, and other Executive Board meetings or designate a representative to do so. Each term of office shall commence following the close of the annual meeting at which he or she is elected. Any officer may resign at any time by delivering a written letter of resignation to the President, in the case of the President it should be given to the President Elect. Removal of officers shall be by two-thirds (2/3) vote of the Executive Board and may be with or without cause. A vacancy in any office may be filled for the unexpired portion of the term by the Executive Board from nominees from the general membership. Each officer shall assist and make recommendations to the President-Elect in nominating their replacement.

President: Presiding officer and chief spokesperson for the Association in all of its affairs. Calls and conducts business meetings of the Executive Board and of the general membership. Submits annual budget. Establishes a written work program to be executed during his/her term of office, which will promote the goals of the Association. Assigns duties and tasks to other members of the Executive Board and general members that will lead to the accomplishment of the Association goals. Reviews and signs off on contracts. Establish and maintain sound communications with other organizations engaged in the delivery of professional parks and recreation services. Liaison to Council of Affiliated Presidents, and the NRPA. Acts as the Agent for MTRPA with the Secretary of State.

President-Elect: Reviews and proposes changes to By-Laws and other procedural matters. Association Parliamentarian. Recruit candidates for officer positions and nominates willing and able candidates to the Executive Board for membership approval. Acts for President or represents Association in President's absence. Assists in preparation of annual budget.

Past President: Chair of the Awards Committee including scholarships and annual conference silent auction. Assists in preparation of annual budget, oversees business of Association along with President. Advisory to the President. Historian.

Secretary: Shall attend the MTRPA quarterly, mid-year and annual business meetings. Responsible for minutes of the Executive Board and of the general membership. Assists President in Association correspondence. Prepare and distribute the meeting agenda packet. Prepare minutes immediately following meetings and distribute to President for review. Provide draft minutes of previous meetings for approval at each meeting.

Treasurer: Shall attend the MTRPA mid-year and annual business meetings. Keeps accurate record of budget. Provide Budget vs Actual numbers for each meeting. Provide two-year budget updates for each meeting. Make transfers from PayPal account to bank account. Renew annual commercial liability insurance policy. Renew annual memberships with Montana Non-Profit association and National Parks and Recreation association. Submits bills for payment to President and President Elect for approval prior to issuing check or debit card payment. Prepares the annual budget. Submits Annual State of Montana Corporation Report and annual tax filing with the Internal Revenue Service by May 15th.

Membership Coordinator: Maintains records of membership. Provides information to current members regarding fees due. Works to grow membership. Creates or provides input for membership publicity such as the website or printed materials. Aids officers in dispensing information to the membership.

Committee Chairpersons: Considered officers of the Association. Appointed by the Executive Board and serves at its discretion. No set term. Responsible for those committees' duties as described in Article VI, Section 3.

Section 3. Advisory Team: The Advisory Team is part of the Executive Board. Members of the Advisory Team shall be elected annually by the membership. Terms shall be 2 year and staggered. The Advisory Team consists of 3 active members of MTRPA, plus the Past President. Careful consideration shall be given to the following preferences when nominating and electing the Advisory Team: Geographic representation, experience in leadership, NRPA affiliation, past officer of MTRPA, Agency affiliation, Sections, Profession.

The roles and responsibilities of the Advisory Team are to provide support and recommendation for implementation of the Associations vision, goals, strategic work program, awards program implementation, new officer training, legislative activity, by-law adherence and review, and other interests as determined by the Association and Executive Board.

University Liaison: Faculty member from University of Montana Recreation program. Provides communication and continuity between MTRPA and the University of Montana recreation program. Arranges logistics for student attendance at the annual conference and mid-year meetings. Encourages student membership in MTRPA. Solicits MTRPA student scholarship applications and participates in the selection of the awardees. Appoints the MTRPA student board member.

Student Liaison: Student in good standing at University of Montana, enrolled in Recreation Management program or a closely related field with a strong interest in the Parks and Recreation profession. Attends annual and mid-year meetings. Encourages student participation in MTRPA. Suggests and implements cooperative projects between U of M and MTRPA. Assists liaison in facilitating student conference attendance.

Professional Liaisons: Member in good standing with MTRPA. Attend annual and mid-year meetings. Encourages participation in MTRPA and the annual conference. Provide input on sessions at the annual conference or special workshops. Works as a conduit between MTRPA and the Membership. Professional Liaison Representation will include members from: Aquatics, Urban Forestry, Parks, Recreation, and Tribal Lands.

ARTICLE VI - PROCEDURES

Section 1: Robert's Rules of Order in its latest version shall govern the deliberations of all boards and committees when not inconsistent with these bylaws.

Section 2. Meetings: The Association will conduct a minimum of two (2) general membership

meetings per year including the annual and mid-year meetings. The time and place of the annual meeting shall be determined at the preceding annual conference. The mid-year meeting shall be called by the President or the majority of the Executive Board at least one (1) month before the mid-year meeting date.

Meetings of the Association may be called by the President, a majority of the Executive Board, or by petition of thirty percent (30%) of the Voting Members of the Association.

The Executive Board shall meet at least two (2) times per year, at the annual and mid-year general membership meeting. Additional meetings, may be called by the President or a quorum of the Executive Board.

An “official” meeting is one in which the membership has been notified at least one month before the meeting. Voting members shall receive an agenda at least one week before any general membership meeting.

The members present at any official meeting for and of the general membership of the Association shall be a quorum. Members using tele-conferencing or other real time electronic media shall be considered present.

A majority affirmative vote of the Voting Members at an official meeting of this Association or of the Executive Board of the Association shall constitute approval of action by the body. At any meeting of the Association, each member present shall be entitled to cast one vote on any and all matters that shall come before such meeting.

Section 3. Standing Committees: The President shall appoint and dissolve such committees as are dictated by the needs of the Association and as recommended by the Executive Board.

Conference/Certification: The Annual Conference Chair and site shall be selected annually by the membership. The Committee Chair shall be an ex-officio member of the Executive Board. It is the responsibility of the Conference Chair to work with MTRPA Executive Board to select a local host committee. The Committee shall be responsible for the convention program, certifying the conference with NRPA, and logistics.

Legislative: Responsible for developing a legislative plan. Finding bill sponsors and session lobbyists. Tracking bill pertinent to organization. Developing an Association-wide legislative team and calling tree to assist in lobbying. Soliciting ideas from the MTRPA membership. Reporting to membership results of legislative sessions.

Awards/Scholarships: Chaired by Past President. Responsible for development, review and adherence to Membership adopted Awards/Scholarships criteria. Works with Executive Board on process, criteria, and selection of committee. Solicits nominations. Works with committee to determine most qualified per criteria. Notifies nominators of results of the Committee selections. Orders awards. Coordinates awards ceremony with Conference Committee. Maintains records of awards presented.

Section 4. Fiscal Year: The fiscal year shall be January 1st – December 31st of each year.

ARTICLE VII - DECISIONS

The General Voting Membership must make final decisions on the following: By-Laws, amendments to By-Laws, election of officers, budgets, and Association sponsored programs, and business that will or may affect the Association as a whole. Any member may make recommendations on any Association business. The Executive Board is authorized to make decisions that further the adopted mission, goals and strategic plan of the organization without approval of the entire membership. Fiscal decisions requiring an amount greater than \$2,000 require a full membership vote.

ARTICLE VIII - NON-DISCRIMINATION

The Association shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

ARTICLE IX - CONFLICT OF INTEREST

A conflict of interest may exist when the interests or concerns of any officer, staff member, or said person's immediate family or any party, group, or organization to which said person has allegiance may be seen as competing with the interests or concerns of this organization. Any possible conflict of interest shall be disclosed to the Executive Board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the Executive Board, the interested party shall not vote on the matter and the abstinence noted for the record. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who may have a conflict of interest.

ARTICLE X - ENACTMENT

These By-Laws shall be effective immediately upon adoption by the Voting Members present at an annual meeting of the Association. The above-revised By-Laws were officially adopted by vote on April 9, 2025 at the Montana Recreation & Parks Association Conference held in Bozeman, MT.