



# Ohio Parks and Recreation Association Standing Rules

Amended: February, 2014

## Purpose

The OPRA Bylaws is the primary governing document of the Association and the Board of Directors. The purpose of the OPRA Standing Rules is to provide a supplement of resolutions and guidelines established by the Board that pertain to the administration of the Association in accordance with its bylaws. These Rules are meant to be flexible and reflect the will of the Board; therefore they may be modified, added to, or deleted by a majority vote. In addition, these Rules can be suspended for the duration of any meeting and can be rescinded without previous notice by a two-thirds vote, and majority vote with previous notice. These Rules remain in effect until the Board takes action to amend or rescind them.

## Rules

### I. Membership Qualifications

**Bylaws Reference: Article III, Section 2:** Membership should connect the wide variety of individuals and organizations either directly or indirectly involved in parks and recreation. Membership should embrace everyone and exclude no one so long as the OPRA Member Responsibilities to the Profession and Code of Conduct are upheld.

#### **OPRA Member Responsibility to the Profession**

Ohio Parks and Recreation Association strengthens the parks and recreation profession through advocacy, education and collaboration. Member participation in OPRA is essential to both individual and collective success. It is important to recognize that personal conduct reflects upon each individual member, the agency he/she represents, OPRA and public perception of the profession as a whole. It is therefore imperative that all members conduct themselves in an ethical, professional and courteous manner. OPRA has adopted a Professional and Personal Code of Conduct by which all members of OPRA, their designated representatives, and non-member attendees at all OPRA meetings and conferences agree to abide by as a condition of membership and/or participation in OPRA and its activities.

## **OPRA Professional and Personal Code of Conduct**

### **Members Shall:**

- Recognize that OPRA is an organization dedicated to advocate for and promote the parks and recreation profession as well as facilitate professional growth and development, and that each member has a responsibility to help reach these goals.
- Maintain the highest level of professional and personal ethical behavior while attending OPRA meetings, conferences and activities; treat all others with the highest level of integrity and courtesy.
- Work to instill public confidence in the parks and recreation field, its member agencies, professionals, and corporate and other affiliated partners, avoiding any action conducive to discrediting members of OPRA.
- Be mindful of representing one's individual agency/organization/company, as well as, OPRA and not behave in any way that would harm their reputation.
- Be respectful and courteous of OPRA members, staff, volunteers, colleagues, corporate partners and other unaffiliated individuals present at all times; refrain from subjecting anyone to unwanted, offensive or potentially harmful behavior.
- Demonstrate restraint and self-control if choosing to consume alcoholic beverages (when permitted/appropriate); drinking alcohol is each individual's choice and responsibility.
- Avoid harassment, violence, intimidation and discrimination of any kind involving race, color, religion, national origin, gender, sexual orientation, age, disability or, where applicable, veteran or marital status.
- Adhere to all applicable federal, state and local laws, OPRA bylaws/policies and the rules/policies of the member's agency/company.
- Recognize that no code of conduct can anticipate every situation; therefore, common sense and good judgment should always be applied with regard to ethical and behavioral principles.

Failure to abide by the Code of Conduct or Member Responsibilities to the Profession will result, for the first offense, in informal censure of an individual by the OPRA Executive Committee, including declining the offending member the privilege of serving in a leadership capacity for the Association. The nature and severity of the offense will be considered to determine the length of time for leadership probation. Continued violations may be subject to review with possible exclusion from OPRA activities and/or repudiation

of membership.

## II. Minimum Member Benefits

**Bylaws Reference: Article III, Section 2:** Following are the list of minimum benefits afforded to all Association members:

**All members receive the following benefits:**

- OPRA Connection Magazine Subscription (Citizens, Friends of OPRA, College/University Packages, Students and 1<sup>st</sup> Year Professionals electronic only)
- Membership Directory
- OPRA Voting Rights
- Full Website Access
- Annual Conference Discount
- Workshop/Education Session Discounts
- State and Local Legislative Advocacy Support
- Discount/Free Job Postings
- Ability to Serve on OPRA Committees
- Regional Networking/Social Events
- Individual Member Discounts (State Parks, ETC.)
- OPRA Awards Eligibility

**Additional benefits for departments/agencies that purchase a Group Membership Package**

- Two workshops or trainings for 50% off; workshops must be OPRA approved workshops or trainings
- One Free Awards Submission per Group Package per Awards Year
- Preferred Vendor/Buyer Discounts
- Discount/Free Job Postings for everyone at that organization

**Other services accessible to members for additional fees (Contingent upon the availability of staff resources)**

- Executive Search Eligibility (Additional Fees Apply)
- Levy Campaign Assistance Eligibility (Additional Fees Apply)

**Corporate members receive a number of exclusive benefits. These include the following:**

- **Exclusive Access to OPRA Members**  
Corporate members can request mailing lists from OPRA for use in their marketing programs.

- **Business Referrals**  
Corporate members enjoy referrals from OPRA staff when professional members frequently request vendor referrals from OPRA staff.
- **OPRA Connection Magazine**  
Corporate members receive a complimentary subscription and can also purchase advertisement space at a discount.
- **Discounts**  
Corporate members receive a variety of discounts for themselves and their employees. Employees wishing to join OPRA or attend a conference/educational session will receive the member rate. Corporate members also receive discounts on exhibit hall booths at the OPRA Annual Conference.

### III. Membership Fee Structure

**Bylaws Reference: Article III, Section 2:** The following annual membership dues fee structure as of May 2010:

#### OPRA Membership Fee Structure

Membership Category	Sub-Category	Price
Individual Member		\$150
Friends of OPRA	Retired Professionals	\$50
	1 <sup>st</sup> Year Professional	\$50
	Students	\$25
	Citizens/Friends/Supporters	\$50
Corporate Member		\$500

(Fee Structure continued on next page.)

<b>Group Membership Packages</b>	<b>Package Includes</b>	<b>Price</b>	<b>Each Additional Member Fee</b>
1	1 Director	\$300	\$135
	All Commission/Board Members		
2	1 Director	\$300	\$135
	1 Professional Staff		
3	1 Director	\$600	\$135
	All Commission/Board Members		
	3 Professional Staff		
4	1 Director	\$780	\$115
	All Commission/Board Members		
	5 Professional Staff		
5	1 Director	\$1,210	\$95
	All Commission/Board Members		
	10 Professional Staff		
6	1 Director	\$1,890	\$75
	All Commission/Board Members		
	20 Professional Staff		
7	1 Director	\$2,870	\$55
	All Commission/Board Members		
	40 Professional Staff		

<b>College/University Packages</b>	<b>Package Includes</b>	<b>Price</b>	<b>Each Additional Faculty Member Fee</b>
1	1 Faculty Member	\$650	\$135
	All Senior Students		
2	5 Faculty Members	\$1,000	\$135
	All Senior Students		

#### **IV. Membership Renewal**

**Bylaws Reference: Article III, Section 3:** Membership dues must be paid annually in order to maintain the membership benefits. Those not paying dues within thirty (30) days of the respective due date shall not be in good standing, but will be reinstated to good standing upon payment of the same.

#### **V. Board of Directors' Fiscal Responsibility**

**Bylaws References: Article V, Section 1, a; Article VIII, Section 6:** The board of directors shall authorize expenditures and regulate the finances of the Association. The fiscal year for the Association begins July 1<sup>st</sup> and ends June 30<sup>th</sup> each year. The subsequent year's operating budget must be approved by majority vote by the Board no later than June 30 each year.

#### **VI. Staff Evaluation and Compensation**

**Bylaws References: Article V, Section 1, d; Article VIII, Section 2; Article XI:** The Board of Directors shall authorize the employment and determine the compensation of such persons as it considers necessary to carry out the purposes and policies of the Association. Minimally, at the beginning of each fiscal year, the Executive Committee of the Board is responsible for reviewing the current employment contract for the Executive Director and will evaluate his or her performance over the last rating period, will compare competitive market salaries and evaluate the Association's financial stability to determine the next annual compensation package. This evaluation process shall also include a list of objectives to be achieved by the Executive Director over the course of the next rating period, unless otherwise determined by the Board.

Additionally, the Executive Director will conduct annual evaluations for contractors and staff hired by the Association under the same time frame, and will provide the Board with a recommendation of compensation for each individual or entity for approval. All new compensation adjustments made after July 1 of each year shall be paid retro to July 1 of the current rating period.

Additional bonuses and adjustments to compensation or objectives of any individual paid by OPRA may be made so long as it is approved by majority vote by the Board.

#### **VII. Board of Directors Election Process**

**Bylaws Reference: Article VI:** Each year, the Board election process will begin with the request for nominations from the general membership following the Annual Conference, and will be completed with the swearing in of new members on or before the last board meeting in June.

## VIII. Region Chairs

**Bylaws Reference: Article IX:** The Board of Directors shall divide the state into four (4) geographical Regions by counties. The Regions shall have the responsibility for fostering local informational, networking and collaborative exchanges, and assisting in OPRA fund development activities. Region Chairs will be appointed by the Membership Committee Chair.

## IX. Sections

**Bylaws Reference: Article X, Section 6:** Members of the Association may choose to be affiliated with Sections recognized officially by the Board. The following Sections are currently recognized:

- Administration
- Aquatics
- Citizen Board Member
- Grounds, Outdoor Facilities and Natural Resource Management
- Indoor Facilities and Maintenance
- Law Enforcement
- Marketing
- Park Districts
- Programming
- Students

## X. Miscellaneous

In addition to these Rules, the Board is responsible for adopting various administrative policies and/or approving various contracts relevant to the administration of the Association. The management of these policies and contracts is the responsibility of the Executive Director and are to be kept on file at the OPRA administrative office for reference purposes.

APPROVED  DATE 2/27/2014  
Stacy Schweikhart, OPRA President