

**CALIFORNIA PARK & RECREATION SOCIETY
AGING SERVICES AND ACTIVITIES SECTION
BYLAWS**

Article I – Name

This organization shall be known as the AGING SERVICES AND ACTIVITIES SECTION, hereinafter referred to as the Aging Section, of the California Park & Recreation Society, Inc. (CPRS). The Aging Section Bylaws shall conform at all times with the provisions of the Articles of Incorporation and Bylaws of the California Park & Recreation Society.

Article II – Mission and Objectives

Section 1. Mission Statement: To provide a vehicle for support, education and development to professionals responsible for services and activities for older adults. To engender and continually act as a catalyst for the melding of recreation, leisure, and gerontology professionals dedicated to the ideals of aging well.

Section 2. Objectives: The following are the objectives of the Aging Services and Activities Section:

- A. To maintain a close working alliance with other recreation, therapeutic, and aging services personnel, ancillary services, community recreation agencies, Area Agencies on Aging, voluntary agencies, professional societies, institutions of higher learning, and to promote cooperation and coordination amongst individuals, agencies, and organizations.
- B. To assist and collaborate with the Board of Directors of the California Park & Recreation Society in the performance of all Society business as necessary.
- C. To establish effective communication channels for the dissemination of information and materials which are pertinent to aging services.
- D. To establish and promote professional standards and ethical practices by performing programs of education, in-service training, and providing continuing education units.
- E. To concurrently study existing aging services and related legislation, be knowledgeable, promote and sponsor new legislation or amendments to existing legislation affecting the field of aging services.

Article III – Membership

Section 1. Persons eligible for membership in the Aging Section must be members in good standing with the California Park & Recreation Society, and have designated the Aging Section as their primary or secondary membership choice.

Section 2. Classification of membership in this Section shall be as follows:

- A. An "active" member must be currently employed in the field of aging and/or human services.

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- B. An “active” member has the right to vote and is eligible to run for an Executive Board position or may be appointed to board positions.

Article IV – Officers

- Section 1. The officers of the Aging Section shall be President, Vice President, Secretary, Treasurer, Northern and Southern Membership Representatives and Past President.
- Section 2. A member is eligible to run for office if they are active members of the Aging Section and are currently employed in the field of aging.
- Section 3. The term of office for all officers shall be one (1) year for President, Vice President and Past President, and two (2) years for all other remaining officer positions.
- Section 4. To be a candidate for the office of President, a person must be an active member of the Section and have served as an officer on the Aging Section Board of Directors, or as a Chairperson of a Section Standing Committee.
- Section 5. Duties of the President are to:
 - A. Serve as Chairperson of the Aging Section Board of Directors and Executive Board.
 - B. Plan and prepare the agenda for the Board of Directors meetings.
 - C. Serve as an ex-officio member on all Section Standing Committees with the exception of the Nominations and Elections Committee.
 - D. Appoint all Chairpersons of Standing and Special Committees.
 - E. Be responsible for the overall promotion of the Aging Section within the aging field and CPRS affiliates.
 - F. May serve or nominate a member to run for Council of Sections Representative to the CPRS State Board of Directors.
 - G. Maintain communication and correspondence with CPRS State Board of Directors and Council of Sections Representative.
 - H. Attend and represent the Aging Section at the CPRS State Board of Directors and Committee meetings as needed.
 - I. Perform any other duties as deemed necessary to further the operation of the Section.
- Section 6. Duties of the Vice President are to:
 - A. Serve on the Aging Section Board of Directors and Executive Board.
 - B. Preside, in the absence of the President, at meetings of the Board of Directors and General Membership meetings.

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- C. Be responsible for presenting all financial reports at the Aging Section Board of Directors meetings, in the absence of the Treasurer.
- D. Serve as a committee member on the Finance Committee and assist in the development of the Aging Section operating budget.
- E. Serve as Chairperson of Nominations and Elections committee.
- F. Appoint Nominations and Elections committee members.
- G. Perform any other duties deemed necessary to fulfill the responsibilities of this office, or as directed by the President.

Section 7. Duties of the Secretary are to:

- A. Serve on the Aging Section Board of Directors and Executive Board.
- B. Keep official minutes and records of all Board of Directors and Membership meetings, and distribute copies of meeting minutes to Officers, Committee Chairpersons, CPRS State Board of Directors, and to the headquarters of the Society.
- C. Carry on and maintain official correspondence of the Aging Section.
- D. Notify members of Aging Section Board of Directors meetings.
- E. Maintain Board of Directors roster and prepare roll call for the Board of Directors meetings.
- F. Preserve all records including 501 (c) 6 records, reports, and documents for the Section, except those specifically assigned to the custody of others, and provide resource materials to the Board of Directors.
- G. Perform any other duties as may be deemed necessary to carry on the function of this office.

Section 8. Duties of the Treasurer are to:

- A. Serve on the Aging Section Board of Directors and Executive Board.
- B. Serve as Chairperson of the Finance Committee.
- C. Receive and disperse all Section funds on approval of Aging Section Board of Directors.
- D. Prepare a Treasurer's report for presentation at each Board of Directors meeting.
- E. Prepare an annual Treasurer's report and mail to the Section's Executive Board and Finance Committee and also to the CPRS Director of Finance one month after the end of the fiscal year.
- F. Insure that a proposed budget is presented to the Aging Section Board of Directors at the CPRS Annual Conference Board of Directors meeting.
- G. Assure compliance with fiscal year reporting requirements.
- H. Each new Treasurer will be responsible for working with the preceding Treasurer to close out the books.
- I. Perform any other duties as may be deemed necessary to carry on the function of this office.

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- Section 9. Duties of the Northern and Southern Membership Representatives are to:
- A. The Northern Representative shall oversee Districts I – VII and the Southern Representative shall oversee Districts VIII– XV.
 - B. Serve on the Aging Section Board of Directors and Executive Board.
 - C. Facilitate the development and maintenance of support networks in each District.
 - D. Make every effort, in conjunction with their respective District Boards, to encourage, promote, and implement at least one regional or local training opportunity per year.
 - E. Coordinate education for workshops and training opportunities for the membership and maintain frequent communication with District Representatives.
 - F. Provide membership with resources and information related to CPRS and Aging Section services.
 - G. Serve as liaison for the membership, represent the members’ needs and interests to the Aging Section Board of Directors, and be responsible for the coordination of new member recruitment and member retention.
 - H. Northern and Southern Representatives shall make every effort, in conjunction with their respective District boards, to keep all District representative positions filled.
 - I. Perform any other duties as may be deemed necessary to carry out the function of this office.

- Section 10. Duties of the Past-President are to:
- A. Serve on the Aging Section Board of Directors and Executive Board.
 - B. Serve as the Parliamentarian.
 - C. Perform any other duties as may be deemed necessary to carry out the function of this office and support the Aging Section.

Section 11. When an office has been declared vacant by the Board of Directors, the Board of Directors may fill said vacancy, with the exception of the President, by appointing a member-at-large to serve out the remainder of the term. When the office of President is declared vacant by the Board of Directors, the Vice President shall assume the full responsibilities of the Presidency. The Vice President's vacancy shall be filled by appointing a member-at-large to serve out the remainder of the term.

Article V – Board of Directors

Section 1. The Board of Directors shall be comprised of the elected officers of the Aging Section, which include the Executive Board, and all District Representatives. In addition, appointed and Standing Committee Chairs serve on the Board of Directors.

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- Section 2. It shall be the duty of all members of the Board of Directors to attend all meetings as meetings are called. In the event that attendance at meetings is impossible, the written report should be sent to the Secretary for distribution at the meeting. Remuneration is available for travel expenses when deemed necessary by the Board of Directors.
- Section 3. Appointments to fill Board of Directors vacancies shall be made in accordance with Article IV, Section 11 of these Bylaws.
- Section 4. It shall be the duty of the Aging Section Board of Directors to carry out the business of the Section.

Article VI – Committees and District Representatives

- Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, the Northern and Southern Representatives and Past- President. The Executive Board shall be empowered to meet and/or communicate and act for the Board of Directors on administrative matters within the established Board policy. As such, business and action must be in accordance with these Bylaws and policies established by the Executive Board, and shall be reported to and subject to review by the Board of Directors.
- Section 2. The Standing Committees shall be as follows: Bylaws, Bass Lake Mini-Conference, Council of Sections, CPRS Training Conference, Education, Finance, Historian, Legislation, National Council on Aging, Nominations and Elections, Professional Grants, Publications, Program Awards, Student Scholarships, Special Projects Committee(s), Ways and Means, and Website Development.
- A. Chairpersons of each Standing Committee shall be appointed by the President with the exceptions of the Nomination and Elections Committee and the Finance Committee. The Vice President shall be the Chair of the Nominations and Elections Committee and the Treasurer shall be the Chair of the Finance Committee.
 - B. The term of office for Chairpersons of each Standing Committee shall be one (1) year. Exception: Education Chair shall serve two (2) years and will mentor the incoming Chair in the second year of their term.
 - C. Committee members shall be selected by the Chairperson of the respective committees, pending approval by the Board of Directors as necessary. All Committee Chairs and general members must be "active" members of the Aging Section.
 - D. The Education Committee shall consist of two positions, a Chair and a Chair-Elect. The positions shall consist of one representative from each of the Northern and Southern regions, with the lead Chair position rotating to coincide with the CPRS Conference location.

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- E. The duties of the Standing Committees are as follows:
1. Bylaws Committee shall interpret and review the Bylaws annually. The Committee will make recommendations to improve or amend the Bylaws to better facilitate the goals and objectives of the Aging Section.
 2. Bass Lake Mini-Training Conference Committee shall plan and coordinate the Aging Section's Annual Mini-Training Conference, usually held in late fall, including conference registration and accommodations, educational sessions, social activities, fundraising opportunities and motivational activities.
 3. Council of Sections Representative shall represent assigned sections to the CPRS State Board of Directors and is responsible for communicating and keeping the sections currently updated on general concepts and priorities of the Society, as well as providing the CPRS State Board of Directors with updated information about the needs and projects of the specific sections.
 4. California & Pacific Southwest Training Conference Committee shall plan and coordinate the Aging Section's activities to be held at the CPRS Conference in early spring. The primary components of this committee's responsibilities include the design & management of the Aging Section's Exhibit Hall booth, the Awards & Installation Banquet, as well as coordinating with the Education Chair on Aging Section Educational Workshops and Joint Training Institute.
 5. Education Committee shall plan, make recommendations and coordinate the educational programs for the California & Pacific Southwest Training Conference and, in cooperation with the Mini-Training Conference Committee, for the Annual Mini-Training Conference.
 6. Finance Committee shall work with the Treasurer to develop a proposed budget that will be presented to the Board of Directors for perusal one week before the Annual Conference Board meeting. An annual review of the books will be done by the Finance Committee. At the close of the Treasurer's term of office, a review will be done of the financial records.
 7. Historian shall maintain historical records of the Aging Section and provide orientation and guidance to all incoming Executive Board officers annually. The position serves as a link between past and future members, provides background information on Section policies and assists in orienting new board members.
 8. Legislation Advocacy Committee shall be responsible for studying and evaluating existing and/or proposed legislation as it affects the Aging Services and Activities Section membership. The committee shall maintain a liaison with the legislative arm of the State Society and the California Department of Aging. This Committee also contributes Legislative articles to the *fiftysomething* newsletter, is familiar with legislative agendas affecting the profession and prepares board reports as appropriate.

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9. National Council on Aging (NCOA) shall be responsible for establishing and maintaining effective communication channels to further the goals and objectives of the Aging Section, as well as promoting programs and services which benefit our Aging population.
10. Nominations and Elections Committee shall provide a slate of candidates for offices of the Section and submit it in accordance with the procedures as set forth in Article IX of these Bylaws.
11. Professional Grants Committee shall develop, promote and award grants to Aging Section members with limited financial resources so that they may participate in Aging Section meetings, conferences and other training opportunities in the field of Aging Services.
12. Publications Committee shall be responsible for soliciting, editing, publishing and distributing a quarterly *fiftysomething* newsletter. The committee will be also responsible for public information and other publications as deemed necessary by the Board of Directors.
13. Program Awards Committee shall develop, solicit and award special recognition for programs and services that spotlight unique and creative programming, as well as demonstrating the ever changing face of programming in the field of Aging.
14. Student Scholarship Committee shall solicit applications from students studying in the Aging and Human Services field who are in need of and demonstrate an interest in being awarded a scholarship for financial assistance. Scholarships shall be awarded as commensurate with the annual budget.
15. Special Projects Committee shall consist of one or more ad hoc sub-committee(s) as appointed by the President and/or approved through the Board of Directors, for the purpose of working, under the on-going direction and guidance of the President and/or Board of Directors, on special projects that further the statewide purposes and/or goals of the Aging Services and Activities Section. The sub-committee(s) shall exist for as long as the President and/or Board of Directors deems necessary for the completion of assigned tasks, and may be reactivated as needed.
16. The sub-committee(s) shall be responsible for coordinating with the Ways & Means Chair to assist in the identification and development of fundraising opportunities as a necessary project component when possible.
17. Ways and Means Committee shall be responsible to develop fundraising programs to augment the Aging Section budget in supporting yearly Board of Directors' goals and activities and will implement a fundraising strategy with approval from the Board of Directors. This includes Conference sale items and Mini-Conference fundraising. This committee will work closely with the Section Treasurer in regards to financial matters and accounting reports.
18. Website Development Committee shall be responsible for the overall development of the Aging Section's website through CPRS. The major

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components of this committee include designing the website, soliciting updated information about the Aging Section activities and photographs and inputting the data for general use by our membership.

- Section 3. The President of the Aging Section shall appoint Board liaisons and other Committees as deemed necessary to conduct the business of the Aging Section.
- Section 4. Each District has the responsibility to appoint a District Representative for the Aging Services and Activities Section.
- A. The term of office for a District Representative shall depend upon the Bylaws of each respective District.
 - B. District Representatives shall be the communication liaisons between the Aging Services and Activities Section and their respective Districts, in order to keep each leadership body informed of current projects and issues facing their membership.
 - C. District Representatives shall also be responsible for the planning and developing of District-wide activities and training programs which promote, advance and financially support the shared purposes of their respective District and the Aging Services and Activities Section.
- Section 5. Reports shall be submitted by committee Chairs and District Representatives as requested by the President of the Aging Section and/or regularly reported at the Board of Directors meetings.
- Section 6. All written reports in progress, or drafts, initiated by and under the consideration of the Board of Directors will remain the property of the Aging Section.

Article VII – Meetings and Parliamentary Authority

- Section 1. There shall be an annual General Membership meeting of the Aging Section to be held during the California & Pacific Southwest Conference unless otherwise scheduled by the Board of Directors.
- Section 2. The Board of Directors shall meet tri-annually, once at the California & Pacific Southwest Conference in early spring, once at the Mini Training Conference generally Held in late fall and one other time as called by the President or upon the order of a majority of the Board of Directors.
- Section 3. Meetings of the Aging Section Executive Board shall be held as necessary when called by the President or upon the order of a majority of the Board of Directors.
- Section 4. Section Committees will meet as necessary.

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Section 5. A quorum must be present in order to hold the Aging Section Board of Directors meetings and/or General Membership meetings.

Section 6. The parliamentary authority for the Aging Section shall be “Robert’s Rules of Order.”

Article VIII – Quorum

Section 1. A quorum for the Aging Section Board of Directors and Executive Board shall be a majority of the filled positions.

Section 2. A quorum for the General Membership meetings shall consist of those members present with prior notice of not less than fourteen (14) days having been published.

Article IX - Elections

Section 1. A Nominations and Election Committee composed of three members shall be formed and shall be responsible for listing candidates for Aging Section officers and for conducting the election of Aging Section officers. The committee membership shall be as per current Aging Section Policy with the Chair being the Vice President of the Aging Section. No more than one of the other members of this committee shall be on the Board of Directors. Work on this committee shall be in accordance with instructions contained in these Bylaws.

Section 2. The names of the offices to be elected are President, Vice President, Secretary, Treasurer and Northern and Southern Representatives. The Southern Representative shall be elected in odd numbered years and shall serve a two-year term. The Northern Representative shall be elected in even numbered years and shall serve a two-year term. The Secretary shall be elected in odd-numbered years and shall serve a two-year term. The Treasurer shall be elected in even-numbered years and shall serve a two-year term. The President and Vice President shall be elected annually to serve a one-year term.

Section 3. At least one hundred and twenty (120) days before the Board of Directors meeting at the California & Pacific Southwest Conference, notify the Aging Section membership that nominations for officers are being accepted.

Section 4. Prepare a slate of candidates for the offices in the years in which the offices are due to be vacant and submit therein this slate of candidates, in writing, to the President at least ninety (90) days prior to the Board of Directors meeting at the California & Pacific Southwest Conference. Candidates must submit written consent as to their nomination.

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- Section 5. With assistance of the President, prepare and mail to the voting membership of the Aging Section, no later than sixty (60) days prior to the Annual Awards & Installation Banquet, a ballot carrying the names of candidates. Names and a brief resume of each candidate should be listed on the ballot in alphabetical order. Below the names of the candidates for each office, a blank line shall be provided for write-in candidates. All ballots must be returned at least twenty (20) days prior to the California & Pacific Southwest Conference Board Meeting. The Chairperson shall see to it that with each ballot there should be provided two (2) envelopes to be used by the voter to return the marked ballot. The marked ballot shall be sealed in one envelope carrying the single word "BALLOT" and returned in the other envelope pre-addressed to the Chairperson of the Nominations and Elections Committee.
- Section 6. In the presence of the Chairperson and at least two (2) members of the Nominations and Elections Committee, the ballot envelopes shall be opened and counted. The person receiving the highest number of votes for each office shall be declared elected. The Vice President shall notify all candidates of the results. A letter shall also sent by the Chairperson notifying the candidates of the results. In the case of a tie, the Board of Directors will conduct a secret ballot at its next regularly scheduled Board meeting to declare the winner.
- Section 7. A ballot received after the specified deadline shall be given to the President, unopened for destruction and the ballots so discarded shall be included in the Nominations and Elections Committee report.
- Section 8. The Installation of Officers will take place at the Annual Awards & Installation Luncheon at the California and Pacific Southwest Training Conference. Duties of the officers will be assumed upon installation.

Article X - Budget

- Section 1. The fiscal year shall be from April 1 through March 31.
- Section 2. Finance Committee shall include the Vice-President, Treasurer and two Finance Committee persons appointed jointly by the Vice President and the Treasurer.
- Section 3. The Finance Committee shall prepare a proposed budget in sufficient time to present to the Aging Section Board of Directors at the CPRS Annual Conference Board of Directors meeting.
- Section 4. A review of the financial status of the Aging Section shall be conducted annually by the Finance Committee.

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Section 5. An independent review shall be performed at the end of a Treasurer's two-year term.

Article XI - Amendments

Section 1. Amendments to these Bylaws may be proposed by any Section member in good standing. Proposed amendments shall be submitted in writing to the Aging Section Board of Directors. After approval of the Board of Directors, the proposed amendments shall be submitted in writing to the General Membership. Members have thirty (30) days to respond in writing to the proposed amendments. Any proposed amendments shall not be adopted by the Board of Directors if individual written protests are received from twenty-five (25) or more active members entitled to vote during the thirty (30) day notice period. In the event of a protest of proposed amendments by the specified number of qualified voters of the Aging Section, the Board of Directors shall call for a vote on the proposed amendments. The Board of Directors must ratify the results of the vote. All letters of protest concerning proposed amendments must be addressed to the President. The President will be responsible to receive, record and report to the Bylaws Committee the tabulations of the received protests. The Bylaws Committee will be responsible for presenting a full report to the President and Board of Directors for its consideration and action.

Section 2 If the Board of Directors deems it prudent, it may present Bylaws amendments directly to the General Membership for a vote rather than wait the established protest period. Simple majority of votes returned will determine the action to be taken by the Board of Directors.

Section 3 An annual review of the Bylaws will be done by the Bylaws Committee.

BYLAWS ADOPTED BY AGING SECTION MEMBERSHIP: February 23, 1989

BYLAWS SUBMITTED TO CPRS FOR APPROVAL: Original Submittal - February 23, 1989

REVIEWED AS TO FORM AND FOUND TO BE IN ACCORDANCE WITH EXISTING CPRS BYLAWS:

DATE(S) BYLAWS AMENDED: October 1, 1992; April 10, 1995; March 14, 2000; March 19, 2003; March 9, 2005, March 8, 2007.

President, CPRS Aging Services and Activities Section

Date

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Secretary, CPRS Aging Services and Activities Section

Date

Bylaws Revision Chair

Date

Bylaws Last Amended on: March 8, 2007
