

Tennessee Park Rangers Association
Constitution & By-laws
Affirmed February 2007

Article I Name

Section 1.

The name of the Association shall be the Tennessee Park Rangers Association. For the purpose of the By-Laws the term Ranger shall include any past or present commissioned officer of the Division of Tennessee State Parks.

TPRA Mission & Vision

Mission: To promote professionalism and raise hiring standards, improve communications, upgrade working conditions, support and participate in active training programs, and champion common concerns among the members of the Tennessee Park Rangers Association and those individuals representing Tennessee State Parks.

Vision: As a service to the membership, TPRA promotes the highest standards and expertise in the profession; clearly communicates its actions; provides an avenue for open communications and timely feedback; always supports and recognizes significant events of its members; and acts on common concerns.

Article II Objectives

Section 1.

The purpose of this Association shall be to work for the improvement of park and recreation programs, services, and facilities throughout the State of Tennessee through the following objectives:

- A. To promote professionalism among the employees of the Division.
- B. To support common concerns among the employees of the Division.
- C. To promote improved communications between supervisors, employees, Central Office and Regional Staff, and the Commissioner or his or her designee.
- D. To re-enforce and promote the "chain of command".
- E. To establish guidelines that will promote the highest hiring standards.
- F. To work within departmental policies to upgrade the working conditions of the Division's employees.
- G. To support and participate in an active "in-service" training program to achieve the objectives of this Division.

H. To associate with the Tennessee State Employees Association, to improve Tennessee state government for all state employees, and to improve services provided to the general public.

Article III Membership

Section 1.

Membership in the Association shall be open to all Rangers as defined in Article 1, Section 1. Non-commissioned employees of the Division of the Tennessee State Parks may join as associate members; however, they will have no voting or governing rights. The associate membership is solely a representation of support for the Tennessee Park Rangers Association and its members, the past and present commissioned officers of the Division of Tennessee State Parks. Members need only fill out the membership application and mail it in, along with annual dues, to the TPRA address on the application.

Section 2.

The Tennessee Park Rangers Association will require annual dues from each member to remain in good standing. Dues are to be used for operational expenses and services provided to the membership.

Section 3.

Any member shall be expelled from and denied membership in the Association if found guilty of unethical practices by a two-thirds vote of the total Board of Directors, but only after a written report of the unethical practice(s) has been reviewed by the Directors and only after the member has had a full hearing before the Board of Directors.

Article IV Officers & Succession of Officers

Section 1.

The officers of the Association shall be elected from the nine board members.

Section 2.

All Directors shall be elected by a ballot vote at the Annual Tennessee Park Rangers Association Meeting or at the sectional meeting, whichever is most expedient, as provided in these By-Laws, and shall hold office until their successors are elected and installed in office. Ballot votes are not needed if only one applicant applies for a position.

Section 3.

In the case of any vacancy on the Board of Directors, the Chairman shall fill the vacancy by appointment with the approval of the Board of Directors. Should the Chairmanship become vacant, the Board of Directors shall elect a new Chairman from the remaining Directors. The new Chairman shall appoint a new Director following the procedures outlined above in this section.

Section 4.

The term of office of the Chairman shall be two (2) years and he/she shall not succeed him/her self, but may be elected to the Board. The Chairman should have served as a board member in the previous two-year term immediately prior to being nominated for the office of Chairman.

Section 5.

The term of office of the Vice Chairman shall be one (1) year and shall succeed the Chairperson at the end of the Chairperson's second year. Vice Chair should be appointed one year prior to the end of the current Chair's two year term.

Section 6.

Each district (West, Middle, and East TN) will have two (2) elected Board members. The office of the Vice Chairperson shall serve as one of the statewide Board member. As board members' terms expire, elections will then be held to elect new District members to the Board. Any Director is eligible for re-election to the Board.

Section 7.

The Board shall approve a Secretary and a Treasurer in addition to those elected to the Board. They shall be eligible for re-election to the same position.

Section 8. Eligibility to Serve

A. The Chairman of the Board of Directors shall be a Ranger who is employed by the Division of State Parks and who is in good standing and off probation.

B. Directors shall be a Ranger who is employed by the Division of State Parks and who is in good standing and off probation.

Article V Duties of the Board of Directors

Section 1.

The Chairman shall preside at all regular and called meetings of the Association and of the Board of Directors, shall appoint all standing Committee Chairmen with the approval of the elected Directors, and shall appoint all special committee Chairmen and members with the approval of the Directors.

Section 2.

The Secretary shall keep all minutes of meetings, carry on the official correspondence of the Association, and send out notices and ballots as prescribed in these By-Laws. No later than thirty (30) days after the annual meeting, the Secretary shall communicate to the membership a roster of all officers and Directors for the ensuing year to the membership at large. Additional duties of the Secretary include mailing of greeting cards.

Section 3.

The Treasurer shall be the fiscal agent for the Association, and shall keep accurate records of all money deposited, within ten (10) days of the receipt, in a bank approved by the Board of Directors. Checks should be made out to the Tennessee Park Rangers

Association. Reimbursement receipts should be retained and given to the Treasurer for refunds. The Treasurer shall give a financial report at the Board meetings, at the Annual meeting or sectional meeting whichever is most expedient, and at any time upon request of the Chairman. All checks issued by the Association must be signed by the Treasurer and by another member designated by the Board. If the expenditure has been approved by the Board of Directors, then one signature on the check is acceptable. The Treasurer shall disburse funds budgeted and/or approved by the Board of Directors. One month following the annual meeting and membership drive, the Treasurer shall provide the Board of Directors with a list of all members. Additional duties of the Treasurer include maintenance of the membership roster, 501c6 paperwork, monthly checking account reconciliation, and sending of flowers and/or memorials.

Article VI Election of Board of Directors

Section 1.

All Directors shall be elected by a majority of the Rangers voting except as described in Article IV.

Section 2.

No less than thirty (30) days prior to the annual meeting, the Chairman shall accept nominations for vacant Director positions from the professional members.

Section 3.

No less than fifteen (15) days prior to the annual meeting, the Chairman shall prepare a slate of eligible nominees. The Slate shall consist of at least three (3) willing candidates from each section for Directors.

Section 4.

The Chairman shall appoint a committee of three (3) Rangers to receive ballots, to count the votes, and announce the duly elected Directors at the annual meeting. Any person seeking a directorship shall not participate in the above procedure.

Article VII Board of Directors

Section 1.

The Board of Directors shall be comprised of nine (9) duly elected Rangers: one will be the Chairman, one will be his/her appointed Secretary, and one will be his/her appointed Treasurer with the approval of the Board of Directors. Each board member shall have one (1) vote.

Article VIII Duties of the Board of Directors

Section 1.

It shall be the duty of the Board of Directors to carry out the instructions of the Association. It shall investigate all matters pertaining to policy and legislation. It shall have research and survey powers to study any and all problems. Further, it shall act upon

the recommendations of the committees and the membership body.

Section 2.

Any vacancies on the Board of Directors during the year shall be filled by an appointment of the Chairman with the approval of the Board of Directors. A person thus appointed shall fill the unexpired term of his/her predecessor.

Article IX Committees

Section 1.

The Chairman, with the approval of the Board, shall appoint Committee Chairmen and form committees as needed. The following are some possible committees:

- a. Membership
- b. By-Laws
- c. (Directors – Superintendents DELETE) Administrative Liaison
- d. Ethics
- e. Legislation
- f. Nominations and Awards
- g. Retirement
- h. Website: the Webmaster shall oversee forum and postings to the website, and retain and work with the server.

Section 2.

The Board Chairman shall direct the Chairmen of the committees to select at least three (3) willing committee members from among the membership to serve on his/her committee.

Section 3.

Such other committee nominations as may be determined necessary in the interest of the Association may be appointed by the Board Chairman, with the approval of the Board of Directors.

Article X Duties of Appointed Chairman at Sectional Meetings

Section 1.

He/She (Chairman) shall arrange, promote, and conduct sectional meetings.

Section 2.

He/She (Chairman) shall preside at all meetings of the section.

Section 3.

He/She (Chairman) shall represent the section at meetings of the Board of Directors and other appropriate meetings.

Section 4.

He/She (Chairman) shall prepare a report to the activities of the section for distribution at the annual meeting of the Association

Article XI Meetings and Conferences

Section 1.

There shall be an annual meeting of the Tennessee Park Rangers Association. When possible, this meeting will be held during annual park rangers inservice. The place and date shall be determined by the Director of State Parks. The business of the Association shall be conducted at the annual meeting. The annual meeting and all other meetings are open to all members, all individuals interested in joining TPRA, and all individuals who have business with the Association.

Section 2.

The Board of Directors shall meet a minimum of once every three (3) months.

Section 3.

An announcement of the annual meeting shall be sent to all members atleast thirty (30) days in advance of the meeting.

Section 4.

A one week (7 day) notice must be given by the Chairman for all meetings of the Board of Directors.

Section 5.

Two-thirds (2/3) of the Board shall constitute a quorum for meetings. Two-thirds (2/3) of the Association membership, in good standing, shall constitute a quorum for any meeting of the Association.

Article XII Parliamentary Authority

Section 1 The rules contained in Robert's Rules of Order (revised) shall govern the proceedings of this Association, except in such cases as are covered by the By-laws and Standing Rules adopted by this Association.

Article XIII Amendments

Section 1 These By-laws may be amended by a two-thirds (2/3) vote of the members voting at the annual meeting, provided a quorum is present and provided the suggested amendment(s) shall have been presented in written form to each eligible member at least thirty (30) days prior to such meeting.

Amendment I

No member or Director of this Association may represent the Association in the endorsement of any policy or person without a two-thirds (2/3) vote of approval from the Board of Directors.

Amendment II

In the event of his/her absence from an Association meeting or a meeting of the Board of Directors, a member or an elected Director may delegate his/her vote by proxy, in written form, by notifying the Chairman by copying the written proxy to them.

Code of Ethics

Park professionals, as members of the Tennessee Park Rangers Association, shall be dedicated to preserving prime examples of Tennessee's natural and cultural heritage and to providing quality recreational experiences to the people of Tennessee. To exemplify this dedication, members shall be guided by the following principles:

Constantly strive to identify and preserve current and future park values.

Respect people as individuals and willingly serve them impartially.

Through self-discipline, develop individual competence in order to represent the park profession in a manner that brings credit to themselves and all other members of the profession.

Accept the moral responsibility for the safety and wellbeing of the park visitor.

Promote the future of the Division of State Parks profession by inspiring promising young people.

Establish close working relationships with allied professions and citizen groups to meet the recreation and park needs of the people of Tennessee and strive to influence future environmental and conservation improvements in Tennessee.

Actively promote the mission, vision, and objectives of the Association.