

California State Park Rangers Association (CSPRA) Constitution & Bylaws

[As of January 10, 2018]



Constitution

Article 1 (Constitution) Name and Purpose.

The California State Park Rangers Association is an organization of park professionals dedicated to advancement of the highest principles of public service, and established to support, protect and defend the integrity of State Parks for present and future generations.

Article II (Constitution) Objectives

The objectives of this Association shall be to represent, advance, and promote the interests and standards of professionalism of California State Park Employees, to promote the interpretation of our natural and cultural environment, and to promote sound judgment, high quality, and economy in the planning, development, operation, and maintenance of facilities and services offered the public by the Department of Parks and Recreation.

Article III (Constitution) Principal Office

The principal office for this Association shall be that of the Executive Manager.

Article IV (Constitution) Classes of Membership

Section 1. The membership of the Association shall consist of seven classes: Active, Active Retired, Professional Development, Supporting, Organization, Benefactor, and Honorary Membership. These shall be defined in the Bylaws.

Section 2. Active, Active Retired or Professional Development memberships shall be limited to current or retired, permanent, permanent intermittent or seasonal employees of the Department of Parks and Recreation or transferees from the Department of Recreation.

Section 3. A Supporting member may be any person interested in the principles and objectives of the Association, but who is not eligible for Active membership.

Section 4. An Organization member may be any organization that supports the objectives of this organization.

Section 5. Benefactor membership is available to anyone not eligible for Active membership who supports the objectives of this organization. Benefactors are life members.

Section 6. An honorary member may be any person who for distinguished service devoted to the objectives of the Association is nominated by a member of any membership class and approved by a two-thirds vote of the Board.

Section 7. Active, Active Retired and Professional Development members in good standing shall be entitled to vote. Other classes (Supporting, Organization, Benefactor, and Honorary) may attend meetings of the Association and may take part in the discussions but shall have no vote.

Section 8. Any member may be disciplined, expelled, or exonerated by a two-thirds majority vote of the Board of Directors after he/she has been charged with unprofessional conduct by at least five voting members and referred to a committee consisting of five other members appointed by the President of the Association for investigation, review, and recommendation.

Article V. (Constitution) Officers

Section 1. Officers of the Association shall be a President, Vice President, Secretary, and Treasurer.

Section 2. An Executive Manager shall be appointed by and serve at the pleasure of the Board of Directors.

Section 3. Election of Board Members. By September of each year, the Secretary shall submit a letter of intent to the membership, seeking interest in running for election as a member of the Board of Directors. In October of each year, the current Board of Directors shall hold a meeting to compile a list of interested candidates, and seek statements from each candidate to be placed on the ballot. The Board shall inform the Executive Manager of the Association in writing of the names of those nominated.

Section 4. The President shall preside at all meetings of the Association and shall appoint such committees as shall be approved by the Board of Directors and shall perform all other duties incidental to his/her office.

Section 5. In the absence of the President, or his/her inability to act, his/her duties shall be performed by the Vice President. In the event that neither can perform, the Board of Directors shall appoint a President Pro Tempore. If the office of President becomes vacant, the Vice President shall automatically become President.

Section 6. The Executive Manager shall perform duties under general direction of the Board of Directors, and shall be custodian of the Association equipment, materials, supplies, and records, and shall be responsible for the payment of bills and preparation of financial records, and shall furnish bond in suitable amount as determined by the Board of Directors.

Section 7. The Secretary shall notify the Board of meetings; provide an agenda and relevant attachments for the meetings; record, prepare and disseminate the minutes of the Association's Board Meetings, and complete and file other reports as necessary.

Section 8. The Treasurer oversees the accounts of the Association, provides payment for the Executive Manager's fees and expense claims, oversees the financial records, prepares the annual budget proposal with the Executive manager, and shall be the custodian of funds and securities for the Association.

Article VI (Constitution) Board of Directors

Section 1. The Association shall be governed by a Board of Directors composed of the President, Vice President, Secretary, Treasurer and seven directors.

Section 2. Officers and Directors shall be elected at large by the voting members. The Officers and Directors shall serve for two years beginning immediately after their installation on January 1st following their election. The President and Secretary shall take office in odd numbered years and the Vice President and Treasurer shall take office in even numbered years. Four Directors shall be take office in odd years and three in even numbered years

Section 3. The Board of Directors shall have the power to fill any Officer or Director vacancies during the current period of tenure and shall perform such other duties as prescribed in the several Articles and Sections of the Constitution.

Section 4. The Board of Directors shall provide procedures for the removal of any officer or Board member for cause.

Section 5. The Board of Directors shall have the power, by two-thirds vote, to draft, establish or amend Bylaws, but no such Bylaw shall abrogate or be inconsistent with any part of the Constitution.

Section 6. Any action taken by the Board of Directors shall be subject to a referendum and membership review process. This dispute resolution process shall include a vote by the Active membership, but shall be initiated only on written petition to the Board of Directors signed by not fewer than twenty-five Active voting members. The Board of Directors shall provide methods and procedures for such referendum by which any disputes may be resolved.

Section 7. A quorum shall consist of a majority of Board members. The Board of Directors shall have the ability to discuss and/or vote electronically on an issue. An electronic vote shall be a vote cast either by email, fax, or telephone.

Section 8. The president shall vote only to break a tie.

Article VII (Constitution) Meetings

Section 1. The Board of Directors shall meet semi-annually. Extraordinary meetings of the Board shall be determined by a two-thirds vote of the Board or by the President.

Section 2. The Association shall hold an annual meeting, titled the General Executive Council, with the date, place and agenda to be determined by the Board of Directors.

Article VIII (Constitution) Amendments

Section 1. The Constitution may be amended by a two-thirds vote of the eligible members voting provided that the proposed amendments and ballots have been submitted to all of the voting members at least four weeks in advance of the date set by the Board of Directors for counting the ballots.

Section 2. Amendments shall, unless they themselves provide otherwise, be effective immediately upon their adoption.

Bylaws

Article 1. (Bylaws) Membership

Section 1. Membership is terminated by dismissal from the Association by a two-thirds vote of the Board, at any duly convened meeting, after not less than ten days' notice with opportunity to be heard, for action found to have been contrary and detrimental to the principles or purposes of the Association.

Section 2. Association membership is effective at the time a payment of dues or a signed membership payroll deduction application is received by an authorized Association representative.

Section 3. Membership which was terminated under Section 1 may be restored by a two-thirds vote of the Board of Directors.

Article 1. (Bylaws) Membership

Section 4. Active, Active Retired and Professional Development members, and Benefactor members who meet the requirements of these memberships, have the right to full benefits of the Association, including the right to vote and hold office. Supporting, Organization, Benefactor (excluding those who meet the requirement for Active, Active Retired

or Professional Development membership), and Honorary members have those rights of Active members as designated by the Board of Director except to vote and hold office.

Article II (Bylaws) Dues

Section 1. The "fiscal year" shall be July 1 through June 30.

Section 2. The following dues schedule is established:

Active members = \$10 per month; \$0 for Benefactor members who meet Active member requirements

Active Retired members = \$5 per month or \$60 per year; \$0 for Benefactor members who meet Active Retired member requirements

Professional Development = \$36.00 per year or \$3 per month under payroll deduction; \$0 for Benefactor members who meet Professional Development member requirements

Professional Development member requirements

Supporting members = \$60.00 per year;

Organization = \$120.00 per year;

Benefactor = \$1,000.00 for life membership; and Honorary members = no dues.

Section 3. Each membership is required to pay dues for his/her class of membership. All Active dues shall be payable monthly by payroll deduction. Dues are not refundable unless an overpayment has been made due to CSPRA or its agent's mistake.

Article III (Bylaws) General Executive Council

Section 1. Resolutions approved by the delegates to the annual meeting of the General Executive Council shall constitute the policy and program of the Association for the coming year.

Section 2. The delegate roll of the annual meeting of the General Executive Council shall be limited to Active, Active Retired and Professional Development members of the Association.

Section 3. Delegates may vote during the annual meeting of the General Executive Council. Each delegate is entitled and limited to a single vote on each issue.

Section 4. Each delegate shall be prepared to certify membership as an Active, Active Retired or Professional Development member.

Section 5. A parliamentarian shall be appointed by the President and be in attendance at the General Executive Council.

Section 6. A quorum at the General Executive Council is present if two-thirds of the elected officers are present. Unless the context clearly requires a different interpretation, a "vote of the General Executive Council" or similar phrase means the will of the General Executive Council declared by oral or other means by those members of the General Executive Council in attendance and voting, a quorum being present.

Section 7. A resolution may be submitted to the Board of Directors by any Active, Active Retired, or Professional Development member at any time.

Subsection 7.1 The Board of Directors shall consider the resolution at the next regular Board meeting. The Board shall take whatever action it deems appropriate, including referring it to the next GEC, and shall notify the author of its action and the reason(s) for that action.

Subsection 7.2 Resolutions for GEC must be submitted to the Executive Manager prior to the start of the General Executive Council. Late resolutions may be received only with a majority approval by the Board of Directors. Resolutions must be prepared in correct written form and signed by five (5) Active, Active Retired or Professional Development members.

Article IV (Bylaws) Limitations

Section 1. Neither the annual General Executive Council, Board of Directors, nor any committee, agency, officer, or member shall take any action which is incompatible with the objectives of the Association.

Section 2. The Association is politically non-partisan. No action may be taken or sanctioned by the organization or any member acting in an official capacity as a representative of the Association which relates to the support of or opposition to the political candidacy of any individual or group of individuals or to the preferment of any political party.

Section 3. No committee, officer, or member shall take any action or make any recommendation relating to ballot propositions implying support or opposition by the Association, unless approval is first obtained from the General Executive Council if it is in session or from the Board of Directors if the General Executive Council is not in session.

Section 4. No debt shall be incurred in excess of funds in the treasury of the Association.

Section 5. The budgetary allotment for any activity shall not be exceeded except by approval of the Board of Directors and on transfer by it from other allotments.

Section 6. No members claiming to be aggrieved by any action of the Association or by any officer or other representative of the Association or by any officer or other representative of the Association shall be denied the right of petition to the Board of Directors and thereafter an appeal to the annual meeting of the General Executive Council.

Section 7. No member shall solicit contributions in the name of the Association or in such manner as to imply endorsement by the Association, unless first approved by the Board of Directors.

Section 8. Acts of the annual General Executive Council in conflict with the provisions of this Constitution and Bylaws are void.

Article V (Bylaws) Elections

Section 1. Eligibility for office. Any Active, Active Retired or Professional Development member is eligible to hold any elective office in the Association provided he/she expresses willingness in writing to serve if elected.

Section 2. A majority of members voting, ignoring blank votes, is required to decide an election. If no candidate receives a majority, a new ballot shall be taken immediately and limited to the several candidates having the same highest vote, or to the one having the highest and the one or more having the next-to-highest vote on the preceding ballot. An exception to this rule is made in the election of Directors. In the election of Directors a plurality of the votes cast are needed to elect. Runoffs will be held in cases of a tie for one of the directors' offices.

Section 3. Election of Officers and Board Members. By September of each year, the Secretary shall submit a letter of intent to the membership, seeking interest in running for election as an Officer or member of the Board of Directors. In October of each year, the Board of Directors shall hold a meeting to compile a list of interested candidate, and seek

statements from each candidate to be placed on the ballot. The Board shall inform the Executive Manager of the Association in writing of the names of those nominated.

Subsection 3.1 Other nominations for the offices of Vice President, Secretary, Treasurer, and Director shall be placed on the ballot upon written petition signed by five or more Active, Active Retired or Professional Development members provided that the written petition and the nominee's consent in writing are submitted and received at the Field Office of the Association prior to November 11 of the election year.

Subsection 3.2. Immediately after November 11, but prior to December 1 of the election year, the Executive Manager or Secretary shall prepare a ballot and cause it to be sent to each Active, Active Retired and Professional Development member of the Association. To be valid, each ballot vote returned to the Field Office shall be must be received not later than 15 days after the date of the ballot.

Section 4. Officers and Directors shall take office on January 1st after their election.

Section 5. Voting between annual elections.

When a vote of the total membership is required between annual elections, the Board of Directors shall prepare the question and cause it to be stated clearly and legibly on the ballot which shall have a space for "yes" and "no" votes, and which shall state the deadline for returning the ballot and the place to which the ballot must be sent. The Board shall provide means for identification of the voter consistent with the secrecy of the ballot.

Article VI (bylaws) Order of Business

Section 1. General Executive Council. The order of business at the General Executive Council shall be as far as practical, as follows:

- Call to Order and Pledge of Allegiance
- Roll Call
- Consideration of Minutes
- Report of President
- Report of Committees
- Unfinished Business
- New Business
- Adjournment

Section 2. Board of Directors and Special Meetings. The order of business at the Board of Directors and Special Meetings shall be, as far as practical, as follows:

- Call to Order
- Roll Call
- Consideration of Minutes
- Communications
- Report of Officers and Directors
- Reports of Committees
- Unfinished Business
- New Business
- Adjournment

Section 3. Robert's Rules of Order, latest edition, is the authority governing proceedings in meetings and conferences of the Association and Board of Directors so far as such rules are not in conflict with the Constitution or Bylaws.

Article VII (Bylaws) Board of Directors

Section 1. Powers. The Board of Directors has all those powers expressly granted by this Constitution and Bylaws, and also general authority not inconsistent therewith to formulate the program and administer the affairs of the Association between sessions of the General Executive Council. It shall also have the power between sessions of the Council to interpret and define policies laid down by the Council in areas of circumstances of uncertainty and ambiguity. The Board of Directors may adopt such rules and delegate such powers as it deems expedient, consistent with the Constitution and Bylaws.

Section 2. The Board is authorized to contract for furnishing information and service developed in the program of the Association.

Section 3. As provided in the Constitution, the Board shall meet twice annually. One such meeting shall be not more than 60 days after the adjournment of the General Executive Council.

Section 4. The Board of Directors shall establish a Conflict of Interest Policy and all Officers and Directors shall annually certify that they have read and will comply with the policy.

Section 5. The Board of Directors has approved the following affiliations:

1. Park Rangers Association of California (PRAC), 1981
2. International Ranger Federation (IRF), 1994
3. Federation of Western Outdoor Clubs (FWOC), 2015
4. Association of National Park Rangers (ANPR), 2017

Article VIII (Bylaws) Duties of Officers and Directors

Section 1. President. In addition to the duties specified in the Constitution, the President shall serve as ex-officio member of all committees. At the annual session of the General Executive Council, the President shall render a report of his/her administration with such recommendations as deemed advisable.

Section 2. Vice President. In addition to the duties specified in the Constitution, the Vice President is responsible for membership recruitment activities and shall perform such other duties as assigned by the President.

Section 3. Immediate Past President. The Immediate Past President is an advisor to the President and the Board of Directors.

Section 4. Executive Manager. The Executive Manager, in addition to duties specified in the Constitution: (a) maintains a correct record of the General Executive Council; (b) serves as custodian of the Association's records; (c) supervises the keeping of financial records, pays bills, maintains the accounts of the Association, collects money owed to the Association and processes membership applications and changes of address, etc.; (d) processes mailing of the Newsletter, and other mailings to the members; (e) Prepares annual budget proposal with the Treasurer; and (f) performs other duties as may be assigned by the Board.

Section 5. Secretary. The Secretary shall notify the Board of meetings; provide an agenda and relevant attachments for the meetings; record, prepare and disseminate the minutes of the Association's Board Meetings; and complete and file other reports as necessary.

Section 6. Treasurer. The Treasurer oversees the accounts of the Association, provides payment for the Executive Manager's expense claims, oversees the financial records and reports, prepares the annual budget proposal with the

Executive Manager, and shall be the custodian of funds and securities for the Association. Once a draft budget is prepared, the treasurer shall announce availability of the draft and be responsible for presenting the draft budget for approval of the Board, prior to the end of the fiscal year, and to be reviewed by the members at the General Executive Council (GEC). The Treasurer shall report to the GEC on the status of the Association's financial condition.

Section 7. Director. The Directors shall be responsible for the following duties:

- (A) Supervise the promotion of and adherence to the objectives of the Association.
- (B) Endeavor diligently to keep members in good standing, and advise the Executive Manager of any changes in membership.
- (C) Represent the President when requested.
- (D) Represent the membership at meetings of the Board of Directors.
- (E) Participate in committee meetings at the request of the President.

Section 7. Absence. Any member of the Board of Directors unable to attend a meeting shall, in a letter addressed to the President or Secretary, state the reason for his/her absence. If a director is absent from two (2) consecutive meetings for reasons that the Board has failed to declare to be sufficient, his/her resignation shall be deemed to have been tendered and accepted.

Section 8. Resignation or removal - Any director may resign at any time by giving written notice to the president, the secretary/treasurer, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the president of the Board. Any director may be removed for cause by a majority vote of the Board at any regular or special meeting.

Article IX (Bylaws) Committees

Section 1. Other Committees. As provided in the Constitution, the President may appoint such other committees as may be necessary for the business of the Association. Committees appointed by the President and approved by the Board shall take action and shall report in a manner prescribed at the time of appointment; provided however, reports of all committees shall be presented in writing at the General Executive Council.

Section 2. Executive Committee. The Executive Committee shall be made up of the CSPRA Officers [President, Vice President, Secretary and Treasurer]. The Executive Committee shall have the duties, responsibilities and authority as directed or assigned by the Board of Directors.

Section 3. Legislative Liaison

Responsibilities of Legislative Liaison:

1. Prepare a form for Board approval that designates process for CSPRA members to submit concerns/interest in legislation
2. Maintain contact with CSPRA lobbyist, [Monica Miller at Governmental Advocates]
3. Review report from lobbyist prior to sending out on to CSPRA Board to see if more information and/or further clarification is needed
4. Prepare information for newsletter if needed to supplement report from lobbyist.
5. Submit report on periodic basis to Board of legislative concerns and updates
6. Assist in tracking legislation and informing Board. Help to inform Board of impending deadlines and opportunities to testify.
7. Identifies key legislation and tracks legislation. Advises Board on potential actions (letters of support/opposition, recommendation for action to testify)
8. LL should be familiar with legislative process and how to research and track bills on the Internet
9. It is not a requirement that the LL track all related legislation due to time and capacity restraints.
10. The LL purview covers introduced legislation (assigned a bill number). Other issues are not within the scope of the LL

Board Responsibility:

1. Board designates liaison with Legislative Liaison (LL) (unless it is a board member).
2. Ensures that any member who wants to peruse legislation completes the form with basic information on the author, summary of issues and potential support and opposition. This will ensure more involvement and commitment by members and assist the LL.
3. Continue to recruit interested parties to assist the LL in pursuing and tracking legislation.

Section 4. Historian - *Duties and Responsibilities*

Overview:

- The Historian is a CSPRA member, appointed by and reporting to the President, or an Officer or Director designated by the President
- The Historian provides organization, collection policies, development, collection, cataloging, and general oversight of CSPRA historical records, photographs, ephemera, and related materials in a CSPRA archive that endeavors to be an accurate representation of the association's mission, goals and achievements through time
- The Historian develops and updates collection policies in consultation with the Officers and Directors
- The Historian works with staff, Directors and Committees to ensure the accurate recording of historical information, and to ensure the safeguarding of historical material
- CSPRA archives should be an accurate representation of its mission and goals

Specific Duties: The specific duties and responsibilities of the Historian will include the following:

- CSPRA Archive:
- Collect written, electronic and pictorial items of interest and importance regarding CSPRA activities and arrange them in the archive (including an electronic archive).
- Process archive information by compiling and categorizing all incoming materials.
- Maintain records in the archive of annual CSPRA member involvement, including:
 - Names of Officers and Directors, and their terms of office
 - Names of members appearing on annual election ballot, including a summary of results
 - Board and Annual Membership Meeting minutes
 - Association newsletters and other publications
 - Scholarship recipients and use
 - Annual budget
 - Examples of commemorative items developed to mark special occasions
 - Important correspondence and other documentation of significant accomplishments, events and actions from the prior calendar year

Annual Responsibilities:

- Maintain a record of CSPRA accomplishments, activities, and a timeline of historical events
- Produce an Annual Summary Report every January, documenting CSPRA's significant accomplishments, events and actions from the prior calendar year
- Write a minimum of two articles per year, related to CSPRA history, for publication in the association newsletter

Section 5. Awards Committee - Award Program Policy - Honorary California State Park Ranger Award

Selection Committee:

- CSPRA's Recognition and Award Program shall be implemented by an Awards Committee, with the Chairperson appointed by the President, approved by the CSPRA Board.
- The Awards Committee Chair reports to and serves at the pleasure of the President.
- The Awards Committee Chair serves a term beginning upon appointment, and ending at the Annual Membership Meeting, and may be re-appointed.
- A minimum of two CSPRA members shall compose the Award Program Committee, including the Chair, with additional Committee members as approved by the Board.

Award Selection Process for Honorary California State Park Ranger:

- No more than one recipient may receive the award annually.

- The award is bestowed on an individual who has provided extraordinary service supporting the goals of the California State Park Rangers Association, California State Parks and/or the Ranger profession, on a regional, statewide, or national level. Recipient selection must recognize significant service that spans years or includes multiple achievements in direct support of CSPRA's mission.
- The Committee shall provide the membership with clear and easily accessible information on the annual Awards nomination process, forms, criteria, timeline, and contact information, to assist potential member nominators. This member communication may be carried out through an e-mail notice on CSPRAnet, an announcement on the CSPRA website and/or an article in the "Wave" Newsletter.
- *CSPRA's Honorary California State Park Ranger recognition should be a true honor, and donot necessarily have to be awarded every year. CSPRA must be extremely discerning in awarding its highest honor.*

Award Components:

- The CSPRA Honorary California State Park Ranger recipient should normally receive a Stetson-style, flat-brimmed, Ranger hat, official hatband, hat rack, plaque, paid round-trip transportation to the annual meeting for the recipient only, paid hotel for one night, two free tickets to the annual banquet, and lifetime membership in CSPRA.

Award Process Timeline:

- Each year, before September 15th, the Awards Committee solicits nominations from CSPRA members for Honorary California State Park Ranger recognition. The Chair provides CSPRA members the deadline (allowing at least 30 days) for nominations to be received, information and background helpful to the Committee in making a final selection.
- Each year, after October 15th, the Chair closes the member nomination process, and distributes all information received to the Committee. As a courtesy, the Chair should review prior year's member nominations, for those not previously selected, to determine if those nominees should be put forward again for consideration. Chair consults with Committee members on the nominations received and prepares a final recommendation and selection for the award, and forwards the Committee recommendation, along with other nominations received, to the Board.
- Each year, by the end of November, the CSPRA Board shall consider the Awards Committee recommendation, and make a final selection by a two-thirds vote. The President shall inform the Awards Committee Chair of that vote, along with the date and location of the CSPRA annual meeting.
- The Awards Chair informs Honorary California State Park Ranger nominee of the selection, location and date of the annual meeting, and travel expenses covered by CSPRA. The Chair requests hat size and orders Stetson-style hat, and hatband for the Honorary California State Park Ranger recipient, and orders an appropriate commemorative hat rack or plaque for the recipient.
- Each year, between the date of selection and the Annual Membership meeting, the Chair communicates with the award recipient and nominators about preparing to attend the annual meeting, travel, presentation, an appropriate acceptance speech, backup materials and documentation, photographs, contact information, and other items as required.
- At the Annual Membership meeting the Awards Chair introduces the Honorary California State Park Ranger award recipient, makes the award presentation, coordinates and monitors the acceptance ceremony.

Board Program Responsibilities:

- The Board shall approval an annual budget line item sufficient to meet the anticipated needs of the Honorary California State Park Ranger Awards program, to include travel costs, lodging, the award, and banquet tickets.

Section 6. Committee Appointments. All committee chair & member appointments will terminate with the adjournment of the annual GEC. Persons who have served on committees as members or as chairs may be re-appointed where continuity is of primary importance.

Article X (Bylaws) Finances

Section 1. Dues shall be the principal means of revenue for the Association. No assessments or special levies against membership are to be permitted.

Section 2. The Board of Directors shall set an expense reimbursement policy. Consistent with the CSPRA Expense Reimbursement Policy but within funds available, CSPRA shall reimburse the cost of travel and incidental expenses by Officers, Directors, and committee members for attendance at CSPRA meetings they are required to attend. CSPRA shall also authorize reimbursement for any expense incurred in carrying out the objectives of the organization as requested by the Board and/or President.

Article XI (Bylaws) Commemorative Plaques & Certificates of Appreciation

Section 1. Commemorative Plaques

Subsection 1.1 Commemorative Plaques shall be prepared and presented to the following individuals:

- (A) All Active members upon retirement from the California Department of Parks and Recreation who have been a member for at least five years;
- (B) Honorary Members selected after January 1, 1976 (presentation should be made at the annual General Executive Council Banquet);
- (C) A spouse or surviving family of a member who dies during active service; and
- (D) Other persons or organizations when deemed appropriate by the Board of Directors of this Association.

Subsection 1.2 Approval. Authorization for preparation and presentation of commemorative plaques to persons or organizations listed under Subsection 1.1-D shall require a two-thirds majority vote of the Board of Directors.

Subsection 1.3 Responsibility:

- (A) Directors. Each Director shall be responsible for preparing and presenting plaques to persons as assigned by the President.
- (B) Honorary Member Committee Chair. The Honorary Member Committee Chair shall be responsible for preparing and presenting plaques to Honorary Members.
- (C) Members at Large. It shall be the responsibility of members at large to provide the Board of Directors with information regarding pending or recent retirements of Active members and recommendations for presentation of Commemorative Plaques to persons or organizations as listed in Subsection 1.1-D.
- (D) President. The President shall be responsible for preparing and presenting plaques to persons or organizations listed in Subsection 1.1-D after receiving approval from the Board of Directors.

Subsection 1.4 Format and Description of Plaque.

- (A) Each Commemorative Plaque shall consist of a CSPRA etched metal plate emblem and an engraved brass plate with appropriate wording, mounted on a backing or base of an appropriate material.
- (B) Each plaque shall be accompanied by a letter expressing an appropriate message from the Association. Each letter shall be signed by the President.

Subsection 1.5 The CSPRA Executive Manager shall maintain records of plaques presented, including the name of the plaque recipient, the date presented, and the wording on the engraved brass plate. A copy of the accompanying letter shall also be included.

Section 2. The Executive Manager shall maintain a complete file of all issued certificates and plaques, and ensure copies are available for historical purposes.