ARTICLES OF INCORPORATION
OF
THE NEBRASKA RECREATION AND PARK ASSOCIATION, INC.

We, the undersigned residents of the State of Nebraska, do hereby associate ourselves together for the purpose of forming and becoming a nonprofit corporation, through the provisions of the Nonprofit Corporation act of the State of Nebraska, Chapter 21, Article 19, Reissue Revised Statutes of Nebraska, 1943, do hereby make, execute and adopt the following articles of incorporation:

ARTICLE I.

The name of this corporation is the Nebraska Recreation and Park Association, Inc.

ARTICLE II.

The registered office for the transaction of business shall be located at 1819 Farnam, Suite 701 Omaha, Nebraska 68183, which is the location of the Nebraska Recreation Association, Inc. and the name of the registered agent is Mark Caughey who can be reached through this address.

ARTICLE III.

This corporation is formed and organized exclusively for educational and charitable purposes of furthering the interests of recreation, park and leisure services improvement within the State of Nebraska and within the meaning of Section 501 (c) (3) of the Code with the following specific objectives:

A. To provide instruction or training of individuals for the purpose of improving or developing their capabilities or the instruction of the public on subjects beneficial to the community.

B. To promote, develop, sponsor or conduct continuing education opportunities for recreation, park and leisure service professionals, students, individuals, agencies or other related groups having interest in the recreation, park and leisure services profession within the State of Nebraska.

C. To promote awareness to educate the public as to opportunities available in their city, county or state.
D. To unite in one organization all recreation, park and leisure services and all personnel, groups and agencies related to or having an interest in recreation, parks and leisure services in the State of Nebraska.

E. To foster and maintain higher standards of recreation, park, and leisure services leadership qualities and ethics.

F. To affiliate and cooperate with agencies and organizations having similar or related objectives.

G. To stimulate and enlarge an intelligent public interest in the possibilities of, the need for, and the values of adequate recreation, parks and leisure services in Nebraska.

H. To function in other manners which will further the interest of the recreation, park, and leisure services movement and its personnel.

I. To present qualified outstanding students from approved universities and colleges with scholarships to further their education in the field of Recreation, Park and Leisure Services.

**ARTICLE IV.**

This corporation shall have all the powers of a corporation now or hereafter created under the General Corporation Laws of the State of Nebraska which a nonprofit corporation is permitted to have or exercise. No part of the net earning of the corporation shall insure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. The corporation shall not engage in any business for pecuniary profit.

**ARTICLE V.**

The corporation shall commence on December 9th, 1970 and shall have perpetual existence.
ARTICLE VI.

The management, business and internal affairs of the corporation shall be conducted by the Executive Board, which is the Board of Directors for the corporation, in accordance with the laws of the State of Nebraska and the by laws of this corporation. The Executive Board will be supplemented by an Administrative Council consisting of all elected officers and appointed chairperson of each of the standing committees, special committees and the immediate past president in accordance with the laws of the State of Nebraska and the By-laws of this corporation. The membership of the corporation shall elect a president, a president elect, vice president, secretary and treasurer, together with such other officers and agents as may be provided in the by laws at the annual meeting of the corporation. The President shall have the power during their term of office to create and appoint members to such standing and special committees as provided in the by laws and not inconsistent with law and the provisions of these articles. The names, titles and street addresses of those who are currently selected to serve as members of the Executive Board until their successors are elected are:

Jeff Hassenstab, President
2015 W. 3rd Street
Hastings, NE 68901

Perry Mader, Vice-President
2525 Circle Drive
Scottsbluff, NE 69361

Cheree Folts, Secretary
211 E. 7th Street
York, NE 68467

Mark Caughey, Treasurer
1819 Farnam Street, Ste 701
Omaha, NE 68183

Les Giddens, Executive Board
2629 Raindance Trail
Fremont, NE 68025

Amanda English, Executive Board
13630 Hillsborough Drive
Omaha, NE 68164

Jade Meads, Executive Board
P.O. Box 1180
Kearney, NE 68848

Tami Phillips, Executive Board
1100 W. Lincoln St.
Papillion, NE 68046

Nicole Zimmerman, T.R. President
723 West A. Street
Lincoln, NE 68522

Mike Francis, Park Resource President
210 W. Mission Ave.
Bellevue, NE 68005

Bob Barr, Midwest Representative
1300 S. McDonald Rd.
North Platte, NE 69101

ARTICLE VII.

The Executive Board, by two-thirds vote, shall have power to make, adopt and amend the by laws of this corporation.

ARTICLE VIII.

The indebtedness or liability of the corporation at any one time shall not exceed the value of the property owned by the corporation.
ARTICLE IX.

Neither the private property of any of the members or officers of this corporation shall ever be subject to the payment of corporate debts to any extent whatsoever.

ARTICLE X.

The corporation, attempting to influence legislation related to recreation, park and leisure services, shall act at the sole discretion of the Board of Directors.

ARTICLE XI.

Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE XII.

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes, of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIII.

Annual meeting of the corporation shall be held in the Fall, on or before October 31, unless a different date shall be fixed by the Executive Board.
ARTICLE XIV.

These articles may be amended by a three-fifths vote of the members present and voting in the annual meeting, or at a special meeting called for that purpose.
CONSTITUTION OF THE
NEBRASKA RECREATION AND PARK ASSOCIATION, INC.

Nonprofit Corporation

(As Amended and Revised April 6, 1972)
(As Amended and Revised March 16, 1973)
(As Amended and Revised May 16, 1975)
(As Amended and Revised September 20, 1979)
(As Amended and Revised December 14, 1979)
(As Amended and Revised February 15, 1980)
(As Amended and Revised February 26, 1982)
(As Amended and Revised August 20, 1982)
(As Amended and Revised December 3, 2004)
(As Amended and Revised September 21, 2005)
(As Amended and Revised September 22, 2014)

AFFILIATED WITH THE NATIONAL RECREATION AND PARK ASSOCIATION

ARTICLE I - NAME

Section 1: The organization shall be known as the "NEBRASKA RECREATION AND PARK ASSOCIATION, INCORPORATED".

ARTICLE II - PURPOSE AND OBJECTIVES

Section 1: The purpose and objectives of this Association are as follows:

A. To provide instruction or training of individuals for the purpose of improving or developing their capabilities or for the instruction of the public on subjects beneficial to the community.

B. To promote, develop, sponsor and conduct continuing education opportunities for recreation, parks and leisure service professionals, students, individuals, agencies or other related groups having interest in the recreation and park profession within the State of Nebraska.

C. To promote a public awareness program to educate the public as to opportunities available to the public in the city, county or state.

D. To unite into one organization all recreation, parks and leisure service personnel. This includes all individuals, groups and agencies, organizations and institutions having an interest in recreation, park or conservation in the State of Nebraska.

E. To foster and maintain high standards of recreation, parks and leisure service leadership qualification ethics.

F. To affiliate and cooperate with agencies, organizations and institutions having similar or related objectives.
G. To stimulate and enlarge an intelligent public interest in the possibilities of, the need for, and the values of adequate recreation, parks and leisure services in Nebraska.

H. To function in any other manner which will further the interest of the recreation, parks and leisure service movement and its personnel.

I. To present qualified outstanding students from approved universities and colleges with scholarships to further their education in the field of recreation and/or parks.

ARTICLE III - MEMBERSHIP

Section 1: Membership in the Association shall consist of those persons meeting the requirements as provided hereafter in the By-Laws.

Section 2: Membership of the Association shall be Individual or Group membership. Additional membership categories may be admitted upon approval by the Administrative Council.

ARTICLE IV - SECTIONS

Section 1: Special sections within the organization may be formed by members with an interest in a special phase of recreation and parks.

ARTICLE V - EXECUTIVE BOARD

Section 1: The officers of the Association shall be: President, President-Elect, Vice-President, Secretary, Treasurer, Immediate Past-President and four (4) members elected at large, serving two-year staggered terms.

Section 2: The above group of officers, plus one qualified representative from each of the Association’s special interest sections and the Midwest Regional Council Representative will be known as the Executive Board. Each will serve a one-year term, except the members-at-large which serve a two-year term and the Midwest Regional Council Representative who will serve a three-year term. They will assist the President in administering the Association.

ARTICLE VI - ADMINISTRATIVE COUNCIL

Section 1: There will be an Administrative Council consisting of the Executive Board and the appointed chairpersons of each of the standing committees and special committees.

ARTICLE VII - COMMITTEES

Section 1: The president may appoint standing and special committees, for their term of office, as may be deemed necessary in the interest of the Association.
ARTICLE VIII - AMENDMENTS

Section 1: The Constitution and By-Laws may be amended by a simple majority vote of the members present at any regular or special meeting of the general membership. At least fifteen (15) days notice must be given the voting members. Voting members must be paid members at the time of voting. The notice must stipulate the nature of the proposed amendment(s).

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1: The meetings of the Association shall be conducted under the regulations of Robert's Rules of Order, Revised.
AFFILIATED WITH THE NATIONAL RECREATION AND PARK ASSOCIATION

ARTICLE I - MEMBERSHIP

Section 1: Membership shall be open to all individuals or groups having interest in the Nebraska Recreation and Park Association, Incorporated. Individuals or groups desiring membership must complete and submit a membership application to the Membership Committee. Payment of annual dues must accompany the application. General, Student and Retired memberships commence annually on the first day of the calendar year. Group/Commercial memberships commence annually on the first day of the annual conference.

Section 2: CATAGORIES

A. PROFESSIONAL - Shall be persons who are or have been employed full-time in an executive, leadership, or supportive staff capacity within a public or private agency or department of recreation, parks or leisure services.

B. STUDENT - Shall be full-time high school or college student with an interest in recreation, parks, leisure services or allied field. Persons working full-time in the recreation, parks or leisure services field and engaged as full-time or part-time students must apply for professional membership. Students shall have all the rights of membership except to hold office.

C. RETIRED PROFESSIONAL - Shall be individuals who have reached sixty (60) and retired from full-time employment in the recreation, parks or leisure service field.

D. COMMERCIAL - Shall be vendors, commercial and for-profit organizations whose products are affiliated with recreation, parks and leisure services.
E. LIFE MEMBER - The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association, Inc. for at least five (5) years throughout their career.

2. Reached 60 years of age and retired from full time employment in the recreation, parks and leisure services field.

F. ASSOCIATE - Shall be persons who are employed part-time or volunteer within the recreation, parks or leisure services field or citizens who subscribe and agree to the goals of the Association.

G. AFFILIATE - Shall be persons who serve in a leadership or supportive role in the area of recreation, parks or leisure services within their community. Example: park and recreation board member.

Section 3: SECTIONS

Individuals interested in special aspects of the recreation, parks and leisure services who wish to organize as a special section within the Association will be required to pay the annual dues to the Association as set forth in Sections 1 and 2 above. Special sections or memberships may be approved by a two-thirds vote of the Executive Board. Individuals organizing as a special section, paying the required dues, will be entitled to a representative on the Executive Board, as well to an allotment of a working budget from the Executive Board. All members of the special section must be members of the Nebraska Recreation and Park Association, Incorporated.

Section 4: SPECIAL MEMBERSHIPS

Special memberships may be created by a majority vote of the Administrative Council with approval of the Executive Board by a two-thirds vote.

ARTICLE II - MEETINGS

Section 1: The annual membership meeting of the corporation shall be held at the office of the corporation or at such other place designated by resolution of the Board of Directors on or before October 31st of each year.

Section 2: Special meetings of the corporation may be called by the President or by the Executive Board. Any member may request a special meeting, but that request must be in writing and must be submitted to the Secretary of the corporation.

Section 3: The Executive Board shall meet a minimum of four times each year. Such meetings shall be held at a place or at places to be determined by the Executive Board. For meetings of the Executive Board, Fifty (50) percent of its membership shall be present in order to constitute a quorum for the transaction of business. The act of a majority of the members of the Executive Board present at a meeting at which the quorum is present shall be the act of the Executive Board.
Section 4: The Administrative Council shall meet a minimum of four times each year at such
times and places to be determined by the Administrative Council. The act of a
majority of the members present shall be the act of the Administrative Council.
Any act of the Administrative Council shall be presented to the Executive Board.

ARTICLE III - NOTICE OF MEETINGS

Section 1: Notice stating the place, day, hour(s), and purpose of all meetings, and in the case
of a special meeting, the purpose or purposes for which the meeting is called shall
be delivered at least fifteen (15) days before the date of the meeting. Notice of the
annual meeting can be given in the Association’s bulletin or other material
circulated to the membership.

Section 2: The presence of one-tenth of the votes entitled to be cast, represented in person or
by proxy, shall constitute a quorum at the annual membership meeting or at all
meetings of the general membership. A majority of the votes entitled to be cast
by the members present or represented by proxy at a meeting at which a quorum
is present shall be necessary for the adoption of any matter voted upon by the
members, including the election of any officer or member of the Executive Board.
If a quorum is not present at meeting of the general membership, the meeting may
be adjourned to such future time as shall be agreed upon by them. Notice of such
adjournment shall be circulated to all members at least fifteen (15) days before
reopening said adjourned meeting.

ARTICLE IV - VOTING AND PROXIES

Section 1: VOTING PROXIES

A. Each member is entitled to one vote at any meeting of the general
membership whether represented by person or proxy.

B. A member may vote by proxy. Proxy ballots will be made available
through the Association’s newsletter and secure website.

C. Proxy ballots shall be valid in the following two ways:

1. Received by the Immediate Past-President ten (10) days before the
annual general membership meeting.

2. Accepted at the registration desk prior to the annual general
membership meeting.

Section 2: All Executive Board members are elected at the annual general
membership meeting.

Section 3: Terms for Executive Board members:

A. The following positions serve one (1) year terms: President,
President-Elect, Vice-President, Immediate Past-President, Secretary,
and Treasurer.

B. Four at-large members of the Executive Board and the President would be
elected to serve a two-year term.
C. The Midwest Regional Council Representative is elected to a three (3) year term.

Section 4: The Nominating Committee shall submit a slate of officers, Executive Board members, and Midwest Regional Council Representative of the National Recreation and Park Association as authorized for consideration by the membership. The chairperson shall then open nominations from the floor, which can be made by any member. The election shall be by secret ballot with a majority of the votes cast being necessary for election. If on the first ballot a tie exists, then a runoff shall be required between the two candidates receiving the same number of votes for that position.

ARTICLE V - EXECUTIVE BOARD

Section 1: The Executive Board shall be the Board of Directors for the corporation. The Executive Board shall conduct the management, business and internal affairs of the corporation. The Executive Board shall with the approval of the membership expel members who violate the aims and objectives of the Association. The membership of the Executive Board shall consist of President, President-Elect, Vice-President, Immediate Past-President, Secretary, Treasurer, four members at large, one qualified representative from each of the association’s special interest sections and the Midwest Regional Council Representative.

Section 2: The Executive Board, by simple majority vote, shall have the power to make, adopt and amend the By-Laws of this corporation.

Section 3: The Executive Board, all of whom, except the President, are elected by a vote of the membership according to the Manual of Procedures of the Association. The Executive Board shall begin discharging their duties after they are installed at the annual conference and they shall hold their respective offices until their successors are installed.

Section 4: Any member of the Executive Board and/or Administrative Council absent from a meeting shall notify the President in advance. In the event of two (2) unexcused absences from the regular scheduled meeting his/her membership on the Executive Board/Administrative Council may be declared vacant by a simple majority vote of the Executive Board. Any vacant elected office, except the Presidency shall be appointed by the President and approved by the Executive Board. The President may appoint an individual to any vacant Administrative Council position for the remainder of the unexpired term.

Section 5: In the event that an Executive Board member is unable to attend an Executive Board meeting, they may provide in writing, on a designated form, their proxy designating the Executive Board member that will represent them. The Executive Board member bestowing their proxy must provide the Secretary and the Executive Board member representing them their proxy notification. Any Executive Board member may only hold one proxy at any Executive Board Meeting.
Section 6:  President:  It shall be the duty of the President to maintain general supervision over the management, business and internal affairs of the corporation. The President shall conduct and chair all meetings of the membership, whether regularly scheduled or specially called; all meetings of the Executive Board; and all meetings of the Administrative Council. The President is an ex-officio member of all standing committees. The President shall appoint all standing official representatives of the Association for all relationships with other organizations. The President serves as a member of the Midwest Regional Council and of the Council of Affiliate Presidents (CAP).

Section 7:  President-Elect:  The President-Elect is elected by the membership at its annual general membership meeting for a term of one year. At the expiration of said one year term, he/she shall become the President automatically and without a vote of the membership. The President-Elect shall aid the President in the discharge of his/her duties and shall familiarize himself/herself with the duties of the President so that he/she is prepared to assume that position. The President-Elect shall be member of all standing committees. The President-Elect shall also fill those functions designated by the President and the Executive Board. The President-Elect serves as a member of the Council of Affiliate Presidents (CAP).

Section 8:  Vice-President:  The Vice-President shall assume all duties and functions in the capacity of the President during the absence of the President. The Vice-President shall automatically assume the office of the President if the President is incapacitated, resigns his/her position, or for any other reason is no longer available to function as President. In the event that the Vice-President assumes the office of the President for any of the above stated reasons he/she shall serve the remainder of the President’s term of office until their successor is installed. The Vice-President shall be a member of all standing committees.

Section 9:  Secretary:  It shall be the duty of the Secretary to keep an accurate record of the acts and proceedings of all official meetings of the membership, Executive Board and Administrative Council. The Secretary shall be responsible for official notices of meetings and correspondence of the corporation as directed by the President. The Secretary shall perform all other duties as required by the President.

Section 10:  Treasurer:  It shall be the duty of the Treasurer to insure that proper books are kept of the accounts of the corporation; to receive, keep safely and account accurately for all money and securities belonging to the corporation or held by it; and to present a final account at the annual general membership meeting or at any other meetings of the membership or Executive Board on request of the President. The Treasurer shall be responsible for all disbursements of the corporation in keeping with the budget approved by the Executive Board and shall make other such expenditures as shall be authorized by the President and Executive Board. The Treasurer shall perform all other duties as required by the President or Executive Board.

Section 11:  Immediate Past-President:  It shall be the duty of the Immediate Past-President to chair the President’s Round Table. The Immediate Past-Presidents also serves as a member of the Council of the Affiliate Presidents and Midwest Regional Council. The Immediate Past-President shall perform all other duties as required by the President or Executive Board.
Section 12: Executive Board Members: It shall be the duties of the Executive Board Members to provide additional representation from the membership to the Executive Board and act as a liaison between the Executive Board and the membership. The Executive Board members shall perform all other duties as required by the President or Executive Board.

Section 13: Midwest Regional Representation: It shall be the duty of the Midwest Regional Council Representative to represent the Association in all matters pertaining to the NRPA Midwest Regional Council. The Midwest Regional Council Representative shall perform all other duties as required by the President or Executive Board.

ARTICLE VI - COMMITTEES

Section 1: The Executive Board may appoint from among its own members such committees as the Board may determine. In each case, the committee shall exist of not less than two members of the Executive Board. Each committee shall have such powers and duties as prescribed by the Executive Board. The President, if not a member of the committee, shall be an ex-officio member of each committee appointed by the Executive Board.

Section 2: The Administrative Council shall consist of all members of the Executive Board and appointed chairpersons of all of the standing and special committees. The membership of the Administrative Council may also consist of other members as may be deemed necessary by the President and Executive Board. The Administrative Council shall act in an advisory capacity to the Executive Board and officers of the corporation. All matters pertaining to new policy directives of the Association shall be submitted to the Administrative Council for its recommendation prior to its adoption by the Executive Board or membership. Administrative Council members will make no commitments which will obligate the Association for tasks or monetary matters without prior approval by the Executive Board.

Section 3: Standing Committee: The President shall appoint the following Standing Committee chairpersons: Aquatics, Athletics and Sports; Awards; Benefits; Budget and Auditing; Certification; Constitution/By-Laws/Manual of Procedures; Continuing Education; Continuing Education Institute Program Development Program; History/Necrology; Investment; Legislative; Membership/Directory; Nominations; President’s Round Table; Scholarship/Endowment; Site Selection; Technology.

The Manual of Procedures describes the membership, appointment, term of office, duties, and purpose of the standing committees.

Section 4: Special Committees: The President may appoint members to special committees to aid in the functioning of the Association. These committees may be appointed to meet special needs and situations as they arise.
Section 5: Affiliates: Affiliates include but are not limited to the following:

A. Hershey Track and Field Program

B.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Section 1: Roberts Rules of Order, Revised, shall prescribe the conduct of all meetings of the membership, Executive Board, and Administrative Council.

ARTICLE VIII - FISCAL YEAR

Section 1: The Corporation's fiscal year shall run from January 1 through December 31 of each year. The Corporation's audit shall be completed by February 1 of each year.

ARTICLE IX - FINANCIAL STATEMENTS

Section 1: The financial statement reflects all disbursements and income by the corporation for the preceding year, including all assets, liabilities and property held. The Treasurer shall prepare a financial statement for the annual membership meeting. The financial statement shall be made available at the annual general membership meeting for inspection by the members.

Section 2: The financial statements and all other books, ledgers and official records shall be audited at least once a year or before February 1 by an external auditor hired for that purpose. The choice of the auditor and audit methods shall be made by the Executive Board. The report of the auditor shall be given to the President and Executive Board and shall be made available to the membership.
NEBRASKA RECREATION AND PARK ASSOCIATION
CODE OF ETHICS

Applicable to the Membership

The Member shall:

1. Adhere to the standards and ethics of the profession and execute legal and moral judgment within agency, organization or institution goals, functions and objectives.

2. Conduct oneself in a competent manner and be of a high moral character in fulfilling obligations to and protective of all citizens.

3. Volunteer to participate in the Nebraska Recreation and Park Association, local, state and national functions. When asked to perform professional endeavors, complete them with his/her best quality effort so that leisure services may be enhanced.

4. Report breaches of Code of Ethics in accordance with the grievance procedures.

5. Be committed to improvement of individual knowledge and skills in the Recreation, Parks and Leisure Services field. Give assistance in the development of all aspects of the recreation, parks and leisure services to constituents, colleagues and students.
GRIEVANCE PROCEDURES

The Nebraska Recreation and Park Association desires that grievances, complaints or accusations brought against a member be settled in accordance with the following grievance procedures.

Any member needing directions in using these steps may contact the chairperson of the Presidents Roundtable.

1. A complaint should be submitted to the chairperson of the President’s Roundtable in writing and signed by the person(s) submitting it.

2. Grievance reports must state:
   a. The specific nature of complaint and dates that alleged incident occurred,
   b. The name and signature(s) of person(s) making the complaint,
   c. The name of the person complaint is alleged against,
   d. The date grievance was filed.

3. All grievances and the person(s) making the complaint will be kept confidential until such time as they need to be made public by the proper procedures.

4. As part of resolving the grievance every effort will be made to assure the person(s) filing the complaint that the Presidents Roundtable will be impartial. To attain impartiality, no member of the current President’s Roundtable related to, or named in the complaint, will serve on that grievance.

5. In addition to the information contained in the written grievance, the President’s Roundtable will look at the following:
   a. Has this or a related issue been raised in the past?
   b. Has person(s) raised this issue or others before? If so, when, how, with what results?

6. All pertinent information will be reviewed by the President’s Roundtable. If the President’s Roundtable finds the complaint warrants investigation, the information will be shared in a timely manner with the person who has been charged with misconduct.

7. Before any decision is made, the person will be given the opportunity to comment on the grievance report in an impartial atmosphere.

8. The President’s Roundtable will review the grievance report and the investigation. They will share their written conclusions with the Executive Board. In addition they may recommend discipline procedures against the person charged with misconduct.

9. The Executive Board (absent any members who are parties to the complaint) will take the President’s Roundtable recommendations under advisement and render a final decision.

10. Appeals by either party may be made to the Executive Board. Pertinent information that may warrant a rehearing of the case may include:
    a. New information that was not previously considered.
    b. Suspicion of a biased President’s Roundtable
11. A person may appeal the Executive Board's decision to the membership by a special business meeting called by the President or by a signed petition of 15% of the membership.
APPROVED ANNUAL MEETING SPRING 1973

AMENDED APRIL 23, 1976
AMENDED MAY 19, 1978
AMENDED FEBRUARY 26, 1982
AMENDED AUGUST 20, 1987
AMENDED JANUARY 9, 1987
AMENDED SEPTEMBER 28, 1992
AMENDED MARCH 1, 1994
AMENDED DECEMBER 3, 2004
AMENDED SEPTEMBER 21, 2005
AMENDED SEPTEMBER 22, 2014
NEBRASKA RECREATION AND PARK ASSOCIATION, INC.

MANUAL OF PROCEDURES

Preface

The responsibility of the Nebraska Recreation and Park Association, Inc. (NeRPA), is to provide opportunities for officers and committee chairpersons to serve constituents in the most efficient and productive manner possible. This Manual of Procedures has been developed to aid the Association in orienting officers and committee chairpersons to their duties and responsibilities. It is intended to insure continuity between actions of present officers and committee chairpersons and those of the future officers and committee persons.

Recommendations for revisions to the Manual of Procedures shall be made to the chairperson of the Constitution/By-Laws Committee in writing by officers or committee chairpersons upon approval of their committee members. The Manual of Procedures shall be amended by a majority vote of those in attendance at an Administrative Council meeting.

TO RETIRING OFFICERS AND COMMITTEE CHAIRPERSONS

As officers and committee chairpersons of the Nebraska Recreation and Park Association, Inc., you have the responsibility of planning for the time that you complete your term of service and turn your records over to your successor. To insure continuity and effectiveness during this period of transition, each officer and committee chairperson is asked to accomplish the following upon election or appointment of his/her successor.

1. Present the committee notebook to the successor at the meeting following the election. If no successor has been named it should be presented to the new President.

2. Share with the successor pertinent information and ideas which will help the successor to understand better his/her role as an officer or chairperson.
# DUTIES OF OFFICERS

Presidenté é é é é é é é é é é é é é é é é é é ..1 & 2  
Vice Presidenté é é é é é é é é é é é é é é é .3  
President-Electé é é é é é é é é é é é é é é é é é é 4  
Secretaryé é é é é é é é é é é é é é é é é é é é é é é é é .5  
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RAP Editor

Website Administrator

POLICIES

Fund Raising Policy

Life Membership Policy

Publicity Policy

Refund Policy

Travel Policy

Website Policy

Technology Equipment Policy

Professional Certification Plan for Recreation, Park Resources and Leisure Service Professionals
DUTIES OF THE OFFICERS

I. President

A. Purpose: The President shall guide and give direction to the Association in professional growth and maintain general supervision over the internal affairs of the Association.

B. Duties: The President shall:


2. Appoint all committee chairpersons, standing and special except those directed in the Constitution and By-Laws, and oversee all committee work.

3. Represent the Nebraska Recreation and Park Association, Inc. on national and regional committees which require state representation. (Midwest Regional Council)

4. Attend National Congress and Midwest Regional Council Meeting at the Midwest Professional Training Institute. Prepare and submit report for these meetings.

5. Delegate proper authority to members to execute the functions and plans of the Association.

6. Administer a program based on professional concerns on national, state and local levels.

7. Coordinate the work of the Association with other agencies, organizations and institutions in related fields.

8. Establish effective methods of communications with all members of the Association.

9. Evaluate the progress of the Association during the term of office by means of an annual report to the membership.

10. As the official representative of the Association, endeavor at all times to exemplify professionalism and good ethics in the field of Recreation, Park and Leisure Services.

11. Present to the Midwest Regional Council the recommended Nebraska site for the Midwest Regional Training Institute.

12. Execute all contracts authorized by the Executive Board. (1.)
13. Represent the Nebraska Recreation and Park Association on the NRPA Midwest Regional Awards Committee.

C. Policy:

1. The President has the authority to give direction to the Legislative Committee Chairperson when time does not allow for the Executive Board to establish a position statement.

2. The President shall be a member of the National Recreation and Park Association.
DUTIES OF THE OFFICERS

II. Vice-President

A. Purpose: The Vice-President shall assume the duties of the President in his/her absence.

B. Duties: The Vice-President shall:

1. Attend all meetings of the Executive Board and the Administrative Council and be acquainted with the duties of the President.

2. Execute specific duties assigned by the President.

3. Assume presidency if the President vacates the office.

4. As directed by the President, ensure that committees are fulfilling their duties.
DUTIES OF THE OFFICERS

III. **President-Elect**

A. **Purpose:** The President-Elect shall execute the duties of the current President after their term expires.

B. **Duties:**

   1. Function in the capacity of President during the absence of the President and Vice-President.
   2. Attend all meetings of the Executive Board and the Administrative Council.
   3. Execute specific duties assigned by the President.
   4. Work closely with the President to prepare for the eventual responsibilities and duties as President.

C. **Policy:**

   1. The President-Elect shall be a member of the National Recreation and Park Association.
DUTIES OF THE OFFICERS

IV. Secretary

A. Purpose: Accurately record and disseminate the business of the Association.

B. Duties: The Secretary shall:

1. Keep accurate minutes of all Executive Board, Administrative Council, general membership and special meetings.

2. Publish and distribute all minutes on or before the first day of the following month.

3. Send proper notices of all meetings held by the Association to the appropriate people.

4. Execute specific duties assigned by the President.

5. Attend all meetings of the Administrative Council, Executive Board, general membership and special meetings.

6. Keep on file all signed contractual agreement.
V. **Treasurer**

A. **Purpose:** Accurately record the finances of the Association.

B. **Duties:** The Treasurer shall:

1. Execute specific duties assigned by the President.

2. Attend all meetings of the Administrative Council and the Executive Board.

3. Monitor the budget approved by the Executive Board.

4. Execute all disbursements for the Association in keeping within the budget approved by the Executive Board.

5. Make other expenditures as authorized by the Executive Board.

6. Report the Association’s financial status at the request of the President or Executive Board.

7. Have books audited by the Budget and Auditing Committee annually and/or prior to turning them over to successor.

8. Prepare a financial report for each Executive Board meeting and an annual financial report for the general membership meeting.

9. Manage savings and checking accounts in the name of the Association.

10. Prepare a fiscal year annual report.

11. Record and pay State Sales Tax annually.

12. Serve as a member of the Investment Committee.


14. Prepare IRS 1099 forms as necessary.
VI. **Immediate Past-President**

A. **Purpose:** Execute specific duties assigned by the President.

B. **Duties:** The Immediate Past-President shall:

1. Present the President’s gavel to the incoming President at the annual conference.

2. Chair the President’s Round Table.

3. Attend all Executive Board and Administrative Council Meetings.

4. Be a member of the Development Program Committee.

C. **Policy:**

1. The Immediate Past-President shall be a member of the National Recreation and Park Association.

(7.)
DUTIES OF THE EXECUTIVE BOARD

VII. Executive Board

A. Purpose: The Executive Board shall conduct the management, business and internal affairs of the Association.

B. Duties: The Executive Board shall:

1. Approve all matters pertaining to policy and legislation related to the Association.

2. Approve all financial matters of the Association.

C. Membership: The Executive Board shall be composed of:

President
Vice-President
President-Elect
Secretary
Treasurer
Immediate Past-President
Four Members at large (alternating two year terms)
President from each of the Association’s special interest sections.
Midwest Regional Council Representative
DUTIES OF THE EXECUTIVE BOARD MEMBERS

VIII. Executive Board Members

A. Purpose: The Executive Board Members shall provide additional representation from the membership to the Executive Board.

B. Duties: Executive Board Members shall:

1. Act as liaison between the Officers of the Association and the membership.

2. Attend all Executive Board and Administrative Council meetings.

C. Numbers of Members: Four (alternating two year terms).
IX. **Midwest Regional Council Representative**

A. **Purpose:** The Midwest Regional Council Representative shall serve as a representative of the Nebraska Recreation and Park Association, Inc., to the Midwest Regional Council.

B. **Duties:** The Midwest Regional Council Representative shall:

1. Represent the Association in matters presented at meetings of the Regional Council.
2. Be responsible for reflecting current Association positions at regional meetings.
3. Attend all Regional Council meetings.
4. Report to the Association about Regional Council activities.
5. Work closely with the Association President to insure that the regional issues concerning the Association which require action are evaluated by the Board prior to meeting dates.
6. Promote the activities of the Nebraska Recreation and Park Association, Inc.
7. Cooperate with other states in developing regional policy.
8. Submit an annual report.
9. Attend all Executive Board and Administrative Council meetings.
10. Submit a proposed budget.

C. **Policy:**

1. The Midwest Regional Council Representative shall be a member of NRPA.
DUTIES OF THE ADMINISTRATIVE COUNCIL

X. Administrative Council

A. Purpose: The Administrative Council shall act in an advisory capacity to the Executive Board and Officer of the Association.

B. Duties: The Administrative Council shall:

1. Review new policy directives of the Association and submit recommendations to the Executive Board.

2. Receive all reports of standing and special committees.

C. Membership: The Administrative Council shall consist of all members of the Executive Board plus the Chairperson of each standing and special committee.
XI. Sections

A. Preface: As stated in the Constitution of the Nebraska Recreation and Park Association, Inc., special sections within the organization may be formed by members with an interest in a special phase of recreation parks and leisure services. The Association has three sections affiliated with the National Recreation and Park Association, which are:

1. Park Resources Section: The Nebraska Society for Park Resources was organized to promote and serve the best interests of professionals interested in park and recreation resource management. A copy of the Constitution and by-laws are included.

2. Student Section: The student section of the Association was organized for the purpose of planning and participating in professional activities of the parent organization. It is to serve as a representative group of recreation, park and leisure services students across the state.

3. Therapeutic Section: The Therapeutic Recreation section was organized to promote and serve the best interests of professionals in therapeutic recreation and related areas of the field. A copy of the Constitution and by-laws are included.
CONSTITUTION
OF THE
NEBRASKA SOCIETY FOR PARK RESOURCES
a special interest branch of the
Nebraska Recreation & Park Association, Incorporated

Nonprofit Corporation

AFFILIATED WITH THE NATIONAL RECREATION & PARK ASSOCIATION

ARTICLE 1 NAME

Section 1: The name of the organization will be the Nebraska Society for Park Resources, a section of the Nebraska Recreation & Park Association, and hereinafter referred to as "The Society".

ARTICLE II DEFINITION

Section 1: The phrase "resource-oriented park and recreation area" shall mean generally a park or an area administered by any branch of the U.S. Government, State of Nebraska, County, City, Village or other entity, having areas of scenic or natural character which may also contain wildlife, wilderness, historical, archeological, ecological, geological, or other scientific values. Such sites may be developed with facilities or appropriate nature that complement these values and engender compatible recreation pursuits.

ARTICLE III PURPOSE AND OBJECTIVES

The purpose of this Society shall include and be consistent with those of the National Society for Park Resources and the Nebraska Recreation and Park Association, Inc. These purposes shall include but are not limited to:

Section 1: To provide a common forum for the exchange of information among professionals and concerned citizens interested in resource-oriented park and recreation areas and issues.

Section 2: To take collective positions on those issues which affect resource-oriented park and recreation areas.

Section 3: To encourage the development of professional leadership and continuing education in the stewardship of resource-oriented park and recreation areas.

Section 4: To establish and maintain a working relationship with other agencies and organizations involved with resource-oriented park and recreation programs.

Section 5: To provide a common forum for the advocacy and development of environmental education programs for agencies, schools and organizations.
ARTICLE IV – MEMBERSHIP

The purpose of this Society shall include and be consistent with those of the National Society for Park Resources and the Nebraska Recreation and Park Association, Inc. These purposes shall include but are not limited to:

Section 1: To provide a common forum for the exchange of information among professionals and concerned citizens interested in resource-oriented park and recreation areas and issues.

Section 2: To take collective positions on those issues which affect resource-oriented park and recreation areas.

Section 3: To encourage the development of professional leadership and continuing education in the stewardship of resource-oriented park and recreation areas.

Section 4: To establish and maintain a working relationship with other agencies and organizations involved with resource-oriented park and recreation programs.

Section 5: To provide a common forum for the advocacy and development of environmental education programs for agencies, school and organizations.

ARTICLE IV – MEMBERSHIP

Section 1: Membership in this Society is open to any individual interested in resource park and recreation management who meets the requirements as provided hereinafter and/or in the By-Laws. The supervision and direction of this Society shall be vested in an elected Executive Board.

ARTICLE V – OFFICERS

Section 1: The officers of the Society shall be President, President-Elect, Secretary, two (2) Board Members-at-large.

Section 2: This group of officers will be known as the Executive Board and will serve as prescribed by the By-Laws. They will assist the President in administering the Society.

ARTICLE VI – COMMITTEES

Section 1: The President may appoint, for his or her term of office, standing and special committees as may be deemed necessary in the interest of the Society.

ARTICLE VII – AMENDMENTS

Section 1: Amendments to the Constitution and By-Laws may be made each year. Amendments will be passed by a two-thirds (2/3) majority of those casting ballots, with the provision that amendments have first been approved by the Executive Board, and a copy of all proposed amendments shall have been filed with the Secretary of the Society.
Section 2: The ballot listing the proposed member amendments shall be mailed to each member at least fourteen (14) days before the next state meeting. Ballots bearing postmarks after the designated deadline will not be counted.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Section 1: The meetings of the Society shall be conducted under the regulations of Robert’s Rules of Order Revised.
BY LAWS
OF THE
NEBRASKA SOCIETY FOR PARK RESOURCES
a section of the
Nebraska Recreation & Park Association, Incorporated

Nonprofit Corporation

AFFILIATED WITH THE NATIONAL RECREATION & PARK ASSOCIATION

ARTICLE 1 — MEMBERSHIP

Section 1: Membership in this Society shall be maintained as a special interest through membership in Nebraska Recreation and Park Association.

ARTICLE II — AREA INTEREST GROUPS

Section 1: Within the state there shall be opportunity for area interest groups to organize. They will act as a sub-section of the Society, and will be governed by its Constitution and By-Laws.

Section 2: Each area may develop workshops and programs in conjunction with the Society’s professionals to provide for professional development.

Section 3: Area committee chairpersons will be members of the corresponding committees of the Society.

ARTICLE III — MEETINGS

Section 1: There will be a meeting in conjunction with the Nebraska Recreation and Park Association Annual Conference. Notice of the meetings, signed by the President or other officer designated by the Committee, shall be mailed to the last recorded address of each individual member of the Society at least fourteen (14) days in advance of the meeting.

Section 2: Special meetings of the Society may be called by the President of the Executive Board. Any member may request of the Board a special meeting. The request must be in writing and submitted to the Secretary. Notice of any special meeting shall be mailed to each member of the Society at the last recorded address at least seven (7) days in advance, with a statement of time, place and then information concerning the subjects(s) to be considered. Denial of a request for a special meeting will be made in writing by the President to the person(s) making the request giving the reason(s) for denial. Requests for, and denial of, special meetings will be made a matter of record to the Board minutes.
Section 3: The Executive Board and members in good standing will meet a minimum of four (4) times each year. Guests will be permitted to attend one meeting per year without paid membership to the Society. Meetings will be held at a place determined by the officers. A majority and President or President designee of the Executive Board must be present in order to constitute a quorum for the transaction of business.

Section 4: Any member of the Executive Board absent from a meeting shall inform the President either before or immediately after the meeting, stating the reason for such absence. In the event there are three (3) consecutive unexcused absences by a member of the Board, said membership on the Board may be declared vacant by a majority vote of the Board membership and the vacancy filled in accordance with Article IV, Section 9 of the By-laws.

ARTICLE IV Ý OFFICERS

Section 1: The officers of the Society shall be: President, President-Elect, Secretary, two (2) Board Members-at-large, all of whom are elected by vote of the membership.

Section 2: The term of office for President, President-Elect and Secretary shall be for a period of one year.

Section 3: The term of office for the two (2) Board Members-at-large shall be alternating two-year terms.

Section 4: The duty of the President is to maintain general supervision over the management and internal affairs of the Society. The President shall preside at all meetings of the Society. The President shall appoint, or withdraw when appropriate, all standing committee chairpersons. The President shall have the power to appoint advisors who may serve on similar National committees.

Section 5: President-Elect: At the expiration of said term, the President-Elect shall become the President of the Society. The President-Elect shall automatically assume the office of President if the President is incapacitated, resigns, or is unable to perform his/her duties. The President-Elect shall assume all duties and functions during the President’s absence. In addition to these duties, the President-Elect will be responsible for the Chairmanship of the Education Committee.

Section 6: Secretary: The duties of the Secretary are: to keep an accurate record of all meetings, do official mailing of notices, and maintain a current list of members in good standing.

Section 7: Board Members-at-large: The duties of the Board Members-at-large are: to chair one of the standing committees, take minutes of meetings that the Secretary is unable to attend, and assist with student involvement.

Section 8: Election of Officers: The officers shall be elected by ballot at the annual meeting (in conjunction with the NRPA's Annual Conference). Absentee ballots may be obtained by written request to the Secretary of the Society. Guidelines will accompany the Absentee Ballots.

(17.)
Section 9: Vacancies: Vacancies on the Board caused by an election to office, resignation, death or other reasons shall be filled by a non-Board member who was a candidate for election to the Board in the most recent balloting, and who received the next highest number of votes after the five board members were elected. Should two or more such vacancies occur, they shall be filled in the order of the officers, with the candidate having the next highest number of votes filling the vacated term with the greatest number of years remaining. New Board members shall take office following the annual membership meeting in the year in which they are elected.

ARTICLE VI Ṣ COMMITTEES

Section 1: The President shall appoint the following standing committee chairpersons: Legislative, Education, Membership, Resource Development, Public Relations, Social and Nominating/Awards. The representative for the Area Presidents shall be whoever the Area membership elects. Committee members are encouraged to assist responding committees of Nebraska Recreation and Park Association.

Section 2: Nomination/Awards Committee: The nomination committee (appointed by the President), shall be comprised of: the Immediate Past President, one member from the Executive Board, and one member in good standing. Prospective committee members are to be so notified prior to their official appointment. The chairpersons of the Nominating Committee shall contact all selected candidates and verify their consent to run and serve if elected.

Section 3: Special Committees: The President may appoint several members of the Society to such special committees as deemed advisable to aid in the smooth functioning of the Society. The committees may be appointed to meet special needs and situations as they arise in order to further the stated aims of the Society.
CONSTITUTION
NEBRASKA THERAPEUTIC RECREATION ASSOCIATION
a section of the
Nebraska Recreation and Park Association, Incorporated

Nonprofit Corporation

AFFILIATED WITH THE NATIONAL RECREATION AND PARK ASSOCIATION AND
THE NATIONAL THERAPEUTIC RECREATION SOCIETY

(As Amended and Revised January, 1988)

ARTICLE I – NAME

Section 1: The name of the organization shall be the Nebraska Therapeutic Recreation Association, a section of the Nebraska Recreation and Parks Association, Inc. and hereinafter referred to as "The Association."
ARTICLE IV • OFFICERS

Section 1: The officers of the Association shall be: President, President-Elect, Immediate Past-President, Secretary, two (2) Board members-at-large, and the state representative to SRAC (State and Regional Advisory Council).

Section 2: This group of officers will be known as the Executive Board and will serve as prescribed by the By-Laws. They will assist the President in administering the Association.

Section 3: All officers shall have one vote in any business matters before the Association. The president, however, may only cast her/his vote in the even of a tie vote.

ARTICLE V • COMMITTEES

Section 1: The President may appoint, for her/his term of office standing and special committees as may be deemed necessary in the interest of the Association.

ARTICLE VI • AMENDMENTS

Section 1: Amendments to the Constitution and By-Laws may be made each year. Amendments will be passed by a two-thirds (2/3) majority of those casting ballots in attendance at the next State meeting or via absentee. The amendments shall have been filed with the Secretary of the Association.

Section 2: A ballot listing the proposed amendment shall be mailed to each voting member at least fourteen (14) days before the next state meeting. Absentee ballots bearing postmarks after the designated deadline will not be counted.
BY-LAWS
OF THE
NEBRASKA THERAPEUTIC RECREATION ASSOCIATION
A Section of the
Nebraska Recreation and Park Association, Incorporated

Nonprofit Corporation

AFFILIATED WITH
THE NATIONAL RECREATION AND PARK ASSOCIATION
AND THE
NATIONAL THERAPEUTIC RECREATION SOCIETY

(As Amended and Revised, January, 1988)

ARTICLE I - MEMBERSHIP

Membership of this Association shall be maintained as a special interest through membership in the Nebraska Recreation and Park Association.

ARTICLE II - MEETINGS

Section 1. There will be an annual NTRA membership meeting in conjunction with the Nebraska Recreation and Park Association Annual conference. Notice of the meeting, signed by an official representative as designated by Association, shall be mailed to the last recorded address of each individual member of the Association at least fourteen (14) days in advance of the meeting.

Section 2. General membership meetings will be scheduled a minimum of four (4) times per year, including the annual state conference meeting. Guests will be permitted to attend one (1) meeting per year without paid membership to the Association. Meetings will be held at a place determined by the officers. Fifteen (15) percent of the current membership and the President or his/her designee must be present in order to constitute a quorum for the transaction of business. Notice of place, date, hour and purpose of meeting shall be mailed by the Secretary to each member for the Association at the last recorded address at least seven (7) days in advance of the meeting.

Section 3. The Executive Board and the Administrative Council (Chairs of standing committees or their designees) shall meet a minimum of four (4) times each year. Fifty (50) percent of the Executive Board must be present in order to constitute a quorum for the transaction of business. Any member of the Executive Board absent from a meeting will inform the President either before or immediately after the meeting, stating the reason for such absence. In the event there are three (3) consecutive unexcused absences by a member of the Board, said membership on the Board may declared vacant by a majority vote of the Board membership and the vacancy filled in accordance with Article III Section 11 of the By-Laws.

(21.)
Section 4. Special meetings of the Association may be called by the President or Executive Board. Any member may request a special meeting; the request must be in writing and submitted to the Secretary. Notice of any special meeting should be mailed to each member of the Association at the last recorded address at least seven (7) days in advance, with a statement of the time and place and the information concerning the subject to be considered.

ARTICLE III - OFFICERS

Section 1. The officers of the Association shall be: President, President-Elect, Immediate Past-President, Secretary, two (2) Board Members-at-large, and the state representative to SRAC (State and Regional Advisory Council), all of whom are elected by the vote of the membership.

Section 2. The term of office for President, President-Elect, Immediate Past-President, and the Secretary shall be for a period of one year.

Section 3. The term of office for the two (2) Board Members-at-large shall be alternating two years terms.

Section 4. The term of office for the SRAC representative shall be for a period of three (3) years, consistent with the NTRS By-Laws.

Section 5. The duty of the President is to maintain general supervision over the management and internal affairs of the Association. The President shall chair all meetings of the Associate. The President shall appoint, or withdraw when appropriate, all standing committee chair persons. The President shall have the power to appoint advisors who may serve on similar national committees.

Section 6. President-Elect: At the expiration of said term the President-Elect shall become the President of the Association. The President-Elect shall automatically assume the office of President if the President is incapacitated, resigns, or is unable to perform his/her duties. The President-Elect shall assume all the duties and functions during the President’s absence. In addition to these duties, the President-Elect will chair a standing committee as appointed by the President.

Section 7. Secretary: The duties of the secretary are: to keep an accurate record of all meetings, do official mailing of notices, and maintain a current list of members in good standing.

Section 8. Board Members-at-large: The duties of the Board Members-at-large are: to chair one of the standing committees, take the minutes of meetings that the secretary is unable to attend, and to assist with student involvement.

(22.)
Section 9. SRAC Representative: The duties of the SRAC representative are: to ensure representation of her/his state at the SRAC meetings at the National Recreation and Park Association Congress and at regional NRPA Conventions/Symposia. The SRAC representative must also prepare quarterly reports to the Regional Representative and serve as a liaison between NTRS and NTRA.

Section 10. Election of officers: The officers shall be elected by mailed ballot prior to the annual meeting (in conjunction with the Annual state Conference). Guidelines will accompany the ballots. Newly elected officers shall begin their terms of office and duties at the annual membership meeting held in conjunction with the Annual State Conference.

Section 11. Vacancies: A vacancy of any office or Board position shall be filled by a member of good standing, as appointed by the president, until an election for that position can be held.

ARTICLE IV - COMMITTEES AND DUTIES

Section 1. The President shall appoint the following standing committee chairpersons: Nominating/Awards, Legislative, Education, Membership, Resource Development, Public Relations, Research, and Midwest Steering. Committee chairs are encouraged to assist corresponding committees of the Nebraska Recreation and Park Association.

Section 2. Nominating/Award Committee: The nominating committee shall be comprised of: The Immediate Past President, one member from the Executive Board, and at least one member in good standing. The chairperson of the Nominating Committee shall contact all nominated candidates and verify their consent to run and serve if elected. The committee has a dual purpose: 1) to prepare a slate for the Nebraska Therapeutic Recreation Association, and 2) select members or non-members of the Nebraska Therapeutic Recreation Association to receive the members awards or any other appropriate award.

Section 3. Legislative Committee: The Legislative Committee shall keep the Nebraska Therapeutic Recreation Association informed about current and pending national, state and local legislation as it affects the Association.

Section 4. Education Committee: The Therapeutic Recreation Continuing Education Committee shall coordinate training sessions for therapeutic recreation service personnel in the State of Nebraska as a function of the Nebraska Therapeutic Recreation Association/Nebraska Recreation and Park Association.

Section 5. Membership Committee: The Membership Committee shall encourage eligible persons in the Therapeutic Recreation field to apply for membership in the Nebraska Recreation and Park Association and shall determine proper membership classification for all candidates for membership.
Section 6. Resource Development Committee: The Resource Development Committee shall arrange to house, coordinate and disseminate information, including professional programmatic resources that are generated on the state and national level.

Section 7. Public Relations Committee: The Public Relations Committee shall promote Therapeutic Recreation both within and out of the state of Nebraska. The committee shall work in conjunction with all other NTRA committees in promotional efforts.

Section 8. Research Committee: The Research Committee shall promote the development of a research agenda for the Association, sponsor research workshops and/or in-service training, identify research resources, and disseminate information pertaining to research. The committee shall also pursue financial support for NTRA research, and promote forums for student and practitioner research.

Section 9. Midwest Advisory Committee: The Midwest Therapeutic Recreation Symposium Advisory Committee members shall serve as representatives of the association to the Midwest Therapeutic Recreation Symposium.

Section 10. Special Committees: A Special Committee may be appointed or elected following a motion to commit. The committee shall cease to function following completion of the task(s) assigned.
DUTIES OF CHAIRPERSONS OF STANDING COMMITTEES

XII. Chairpersons of Standing Committees

A. Duties: The Chairpersons of Standing Committees shall:

1. Be completely familiar with the purposes, functions and previous activities of the committee and of the constitutional provisions affecting the committee.

2. Select committee members when not otherwise provided, on the basis of their interest, experience and competence in the particular fields of work.

3. Inform the Administrative Council of committee goals and names of committee members.

4. Provide each committee members with a folder containing:
   a. Copy of purpose of committee.
   b. Names and contact information of committee members.
   c. Committee report of the preceding year and other available background data.

5. Submit a proposed budget to the Chairperson of the Budget and Auditing Committee. (This budget should be estimated on the basis of expenditures for the preceding year and of the committee’s work plan for the current year.)

6. Submit recommendations involving proposals for changes in the Constitution or By-Laws to the Constitution and By-Laws Committee.

7. Report to the Administrative Council at scheduled meetings.

8. Prepare a final report for the annual meeting.

9. Update the committee folder and pass it on to the succeeding committee Chairperson.

10. Attend all meetings of the Administrative Council.

(25.)
AQUATIC COMMITTEE
(Standing Committee)

I. Personnel:
   A. Number: No Minimum.
   B. Term of Office: One year.
   C. Selection: The President appoints the chairperson who then selects committee members.

II. Purpose: Organize educational opportunities specific to aquatic personnel and develop a network for sharing information.

III. Duties: The Aquatic Committee shall:
   A. Organize regional round table meetings.
   B. Attend all meetings of the Administrative Council.
   C. Submit aquatic related articles to the NeRPA Newsletter.
   D. Establish an aquatic e-mail network where questions and answers can be posted.
   E. Present educational materials at the annual NeRPA Educational Institute.
   F. Organize and execute workshops, clinics and conferences specific to aquatics.
   G. Coordinate related publicity.
   H. Submit a proposed budget.
   I. Submit an annual report.
   J. Maintain a permanent file of committee activities.
ATHLETIC AND SPORTS COMMITTEE  
(Standing Committee)

I. Personnel:
   A. Number: No Minimum.
   B. Term of Office: One year.
   C. Selection: The President appoints the chairperson who then selects committee members.

II. Purpose: The Athletic and Sports Committee shall promote recreation by means of education clinics, workshops and special events pertaining the athletics.

III. Duties: The Athletic and Sports committee shall:
   A. Organize and execute workshops, clinics and special events.
   B. Coordinate related publicity.
   C. Distribute information about activities to all communities regardless of whether they have participating departments.
   D. Maintain a permanent file of committee activities.
   E. Attend all Administrative Council meetings.
   F. Submit an annual report.
   G. Promote athletic events in Nebraska.
   H. Submit an article of all activities to RAP.
   I. Submit a proposed budget.
I. Personnel:

A. Number: A minimum of three members with representation of a park professional, a recreation professional and a therapeutic professional.

B. Term of Office: One year.

C. Selection: The President appoints the chairperson, who then appoints the committee members.

II. Purpose: The Awards Committee shall:

A. According to the "Code of Awards", review nominations submitted by Nebraska Recreation and Parks Association members.

B. According to the "Code of Awards", review and recommend to the President for approval, members of the Association who have made outstanding contributions to the recreation, park and leisure services field.

III. Duties: The Awards Committee shall:

A. Be responsible for execution procedures in the selection and nominations of persons or organization making outstanding contributions to the recreation, therapeutic recreation and/or park movement as set for in the "Code of Awards" adopted by the Nebraska Recreation and Park Association, Inc.

B. Attend all meetings of the Administrative Council.

C. Submit a record of all persons receiving an award and the dates received to the RAP Editor, Membership Chairperson and History/Necrology Chairperson.

D. Provide the President with candidates from NeRPA Award Recipients that qualify to be nominated for NRPA Midwest Regional Awards.

E. Names of selected nominees shall be submitted to the President who will verify that the nominees were selected in accordance with the current "Code of Awards".

F. The chairperson shall make arrangements to insure that all award recipients are given the opportunity to attend the Awards Banquet at the annual continuing education institute.

G. The committee chairperson shall order appropriate awards and/or citations.
H. The Award Committee and the RAP Editor shall arrange for proper publicity, both statewide and local, about these awards and/or citations.

I. The Awards Committee shall designate persons to present these awards and/or citations.

J. An official “Awards Folder” shall be kept by the chairperson of the Awards Committee and shall be turned over to the succeeding chairperson. This folder shall contain:

1. A record of all persons receiving an award and/or citation and the dates received.

2. Copies of the nomination forms and resumes.

3. A copy of the written award or citation for each recipient.

4. At least one copy of the “Code of Awards.”


K. Submit an annual report

L. Submit a proposed budget.

IV. Code of Awards:

A. Fellow Award

The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association, Inc. or of its predecessors, for a minimum of five (5) years.

2. Worked in the recreation, park and leisure services field for at least ten (10) years.

3. Held office in a state and or national professional organization or performed important committee work.

4. Received broad acclaim from his/her peers for excellence in one or more of the following: acquisition, design, construction, development, maintenance, administration, fund raising and financing, program development, public relations and leadership.
B. **Distinguished Service Award**

The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association, Inc. or its predecessors, for a minimum of five (5) years.

2. Worked in the recreation, park and leisure services field for at least ten (10) years.

3. Received broad acclaim from his/her peers for excellence in one or more of the following: acquisition, design, construction, development, maintenance, administration, fund raising and financing, program development, public relations and leadership.

C. **Hall of Fame Award**

The award is to honor those members who have played a major role in the growth and development of recreation, parks and leisure services in the State of Nebraska.

Selection of inductee will be by special appointed Hall of Fame Committee consisting of Awards Committee Chairperson, and four (4) members of the President’s Roundtable. (Selected by the Chairperson and the President).

The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association Inc., or its predecessor for a minimum of twenty (20) years and have worked in the recreation, parks and leisure services field at least twenty (20) years.

2. Either reached the age of sixty (60) and retired or deceased.

3. Held office in the state professional organization and performed important committee work.

4. Made a major statewide contribution and received broad acclaim from his/her peers for excellence in the field.

5. Demonstrated awareness and concern statewide that each individual have an opportunity for enriched living through recreation, park or leisure service activities.

(30.)
D. Voluntary Service Award (Individual or Organization)

The nominee shall have:

1. Participated in volunteer service in or on behalf of the recreation, park and leisure services field for a minimum of five (5) years.
2. Served on boards or with recreation and park organizations at the local, state or national level.
3. Worked actively in behalf of significant legislation at the local, state or national level.
4. Been a donor to recreation, parks or leisure service agencies, organizations, or institutions at local, state or national levels.
5. Provided public service through effort in related agencies, organizations, institutions or fields.
6. Demonstrated awareness and concern that each individual have an opportunity for enriched living through recreation, parks or leisure service activities.

E. Life Membership Award

The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association, Inc. for at least five (5) years.
2. Reached sixty (60) years of age and retired from full time employment in the recreation, parks and leisure services field.

F. President’s Award

The nominee shall:

1. Be an individual or organization selected by the President who has made a significant contribution to the President.
2. Not necessarily have qualified for any other award.
3. Have been a member of the Nebraska Recreation and Park Association, Inc.
G. **Outstanding Professional Awards**

The nominee shall have:

1. Been in the recreation, park and leisure services field and a member of NeRPA for a minimum of three (3) years.

2. Made significant contributions to the recreation, park or leisure services field.

3. Shown and demonstrated professional growth.

Awards will be presented in three categories:

1. Recreation

2. Park

3. Therapeutic

H. **Past-President’s Plaque**

1. Presented to the Immediate Past-President by current President at the Annual Educational Institute.

I. **New Professional Award**

The nominee shall have:

1. Been a member of the Nebraska Recreation and Park Association, Inc. for a minimum of one (1) year.

2. Worked in the recreation, parks and leisure services field no more than five (5) years.

3. Held office in a state and/or national professional organization or performed important committee work.

4. Received broad acclaim from his/her peers for excellence in one or more of the following: acquisition, design, construction, development, maintenance, administration, fund raising and financing, program development, public relations and leadership.
J. Benefits are Endless Award (Individual or Organization)

The nominee shall have:

1. Worked outside of the recreation, park and leisure services field.
2. Provided service in or on behalf of recreation, park and leisure service field at the national, state or local level.
3. Worked actively in behalf of significant legislation at the national, state, or local level.
4. Been a donor to recreation, parks or leisure service agencies, organizations, or institutions at national, state, or local level.
5. Demonstrated an awareness and a concern that each individual have opportunity for enriched living through recreation, parks or leisure service activities.

K. Benefits are Endless Award -- Recreation Programming

1. Membership in NeRPA is not required but recommended.
2. Staff from recreation, parks or leisure services agencies submit a simple entry questionnaire describing their outstanding recreation program along with no more than 10 color photographs or a brief video.
3. Entries will be categorized by population.
   Class I: over 10,000
   Class II: under 10,000
4. Finalist will be asked, but not required, to briefly present their program during a session at the Annual Educational Institute.
5. Award selection will be based on:
   a. The recognized benefits from the program for the individuals, community and department.
   b. The growth of participation over the years of the extraordinary attendance the first year.
   c. The unique qualities of the program.
6. Program must have been conducted during the year immediately proceeding the year of the award.
L. **Benefits are Endless Award ñ Park & Facilities Development**

1. Membership in NeRPA is not required but recommended.

2. Staff from recreation, parks or leisure services agencies submit a simple entry questionnaire describing their outstanding park or facilities project along with no more than 10 color photographs or a brief video.

3. Entries will be categorized by population.
   
   Class I: over 10,000
   Class II: under 10,000

4. Finalist will be asked, but not required, to briefly present their program during a session at the Annual Educational Institute.

5. Award selection will be based on:
   
   a. The recognized benefits from the park or facilities project for the community and department.
   
   b. Usage of the park or facility.
   
   c. The unique qualities of the park or facility.

6. Park or facility must have been developed during the year immediately proceeding the year of the award.

M. **Arts and Humanities Award**

1. This award is open to any leisure service agency in the state that is a member or whose director or superintendent is a member of both NRPA and NeRPA.

2. In the event that a community has no leisure services agency but is offering an outstanding program in the arts & humanities, the program may be submitted by any leisure services agency's director or superintendent belonging to both NRPA and NeRPA.

3. The program must have been conducted during the year immediately proceeding the year of the award.
NEBRASKA RECREATION AND PARK ASSOCIATION
AWARDS CALENDAR

Introduction: This is a summary of information complied from prior chairpersons of the Awards Committee. Please do not use this as an all inclusive list of responsibilities. This is meant only to be a guide for the functions of the awards committee.

September: Secure committee members, one each from parks, therapeutic, and recreation.

October: Submit Fellow, Arts & Humanities and Distinguished Service Citations to Midwest and National Awards.

November: Annual budget will be due. Usually, the budget from previous years is plenty. If you are going to change the awards or the process be sure to adjust your budget accordingly.

December:

January: Ask RAP Editor to include the NeRPA nomination form in the January issue of the RAP as space permits. Be sure to change name and address on the bottom of the nomination form, if you are a first year chairperson to your address.

February: Send article to RAP editor to encourage people to nominate someone for an award.

March:

April: Do a membership mailing for nomination form. Can compliment nomination form with a letter or flyer encouraging nomination submittals. Usually the deadline for nomination submittals is approximately May 31st. There is nothing magic about that date, but do not go any later.

May: Deadline for nominations! After the deadline you should call the President of Secretary of the NeRPA Board to see if there were any nominations for Lifetime Member by the Executive Board. If not, ask if they are considering anyone?

June: Check to see if nominations meet the category they were submitted under. (See guidelines in the manual of procedures.) Send information on nominees, nomination criteria and rating sheets to committee members to rank. Enclose a list of past award winners for their reference. Have them return the rating sheets by approximately July 5th.
July: The 5th is approximate deadline for nomination rankings from your
committee members. Once you receive the ratings send the totals of all rankings
to the President for his/her approval. Once the President approves the
nominations ask for nomination(s) for the Presidents Award.
Following this approval inform the sponsor that their nomination was
selected for the award. Ask them to give additional biographical information for
the citation. The corresponding previous citations are in the binder for you to
copy and send to the sponsor as a guide for writing their citation. Ask them to
send ready to reproduce on NeRPA stationary. The deadline should be
approximately August 15th.

August: As soon as you get the approval from the President order the plaques.

Plaques from: Awards Unlimited
193 So. ÓOò Street
Lincoln, NE 68510-1036
(402) 474-0815

If you are not from the Omaha or Lincoln area, have the awards delivered
personally to you. This way you can proof the awards and jackets before
going to the conference. It is convenient to send the sponsor of the nominee a
Banquet Information Form to find out how many people will be in attendance for
the banquet. It is limited to two guests each. This form also has an area
indicating who will be presenting the award at the banquet. Most of the time you
try to make the award a surprise for the recipient. Leave that decision up to their
sponsor. For example the sponsor may want their spouse or other family member
at the banquet. As you can imagine this will give it away unless the spouse
regularly attends. By using this form you will know how many meals to plan for
the banquet. Get the number of meals to the Conference Planning Chair A.S.A.P.
so they can tell the hotel catering the meal. We limit the meal tickets to two for
each award recipient. For example the award recipient and his wife if not
attending the conference or two people representing a volunteer agency. Submit
Annual Report to President.

September: You should have the jackets and plaques by now and please forward the
bills to the NeRPA Treasurer for payment. If it is convenient you can give them
to the treasurer at the conference. Follow up in a few weeks to make sure the
vendors got their checks. Submit names of award recipients to Secretary of
NeRPA for recording at the October meeting and copy to the RAP Editor, NeRPA
Membership and History/Necrology Chairs.

(36.)
BANQUET PROCEEDINGS

- Have citations available at the start of the conference for the President to sign along with your name. Try to use the same pen.

- Traditionally, the social hour for the banquet starts at 6:30 p.m. and the banquet starts at 7:00 p.m. You as awards chair need to sit at the head table and basically run the awards banquet along with the President.

- Bring all the awards, original citations to the banquet. Set them behind the head table. Try to be finished eating early at the banquet so you are ready to present the awards. Normally, you thank your committee members for helping you throughout the year. Also, you can make a brief statement to the audience thanking them for their nominations and encouraging them to continue to nominate.

- Begin the Awards Ceremony by reading the award preamble at the beginning of each citation. This eliminates the need for each sponsor to read this statement before the award.

- When you are finished reading this preamble you are now ready to introduce the name of the first award and the sponsor of the award. Hand the sponsor the citation to read and the plaque to give to the award recipient.

- The awards are presented in a pre-arranged order as listed below.

  Voluntary Service Award
  Arts and Humanities Award
  New Professional Award
  Outstanding Park Professional
  Outstanding Recreation Professional
  Outstanding Therapeutic Professional
  Distinguished Service Award
  Benefits are Endless Awards
  Presidents Award
  Lifetime Membership Award
  Fellow Award
  Hall of Fame Award
  Past-Presidents Plaque to outgoing President

(37.)

NERPA AWARDS COMMITTEE
BANQUET INFORMATION FORM

Name of Award Recipient: _________________________________________________
(please print)

Name of presenter on (date _________): _______________________________________

Number of additional banquet tickets required (2 maximum)

Names: 1. _________________________________________________________________

2. _________________________________________________________________

Tickets for additional guest can be purchased for $ ___________.

Please Return to:
AWARD NOMINATION FORM

Nominee:
Name________________________________________________ Phone (___) ___________
Address________________________________________ Zip __________________

Please check the appropriate award. Consult the following page for award guidelines.

Fellow Voluntary Service

New Professional Benefits are Endless (select one)
Individual for Organization

Arts & Humanities Recreation Programming
Park & Facilities Development

Distinguished Service Hall of Fame

Life Membership

Outstanding Professional (select one) Parks Recreation Therapeutic

Please address the following areas in a single typed page:

Employment History Community Service
NRPA membership Number of years as an NeRPA member
Leadership Qualifications Professional Qualifications
Education, Personal Qualifications Other pertinent information
NRPA offices held, committee work performed
NeRPA offices held, committee work performed

Submitted by:

Name________________________________________________ Phone (___) ___________
Address________________________________________ Zip __________________

Mail completed form to: Dorothy Skorupa
Lincoln Parks & Recreation Department
2740 ÑAò Street
Lincoln, Nebraska 68502

Deadline: June 1, 2004 Date Submitted _______________________

(39.)
NEBRASKA RECREATION AND PARK ASSOCIATION
PARK & FACILITIES DEVELOPMENT AWARD ENTRY

Please type or clearly print this entry entirely. Entries are due by May 31, 2004 and must include color photos or a brief video of the park or facilities development project.

Name of Department or Agency: ____________________________________________________

List any collaborative partners:
__________________________________________________________

Is any person from the Department or Agency an NeRPA member? Yes___ No ____

Community Population: Class I † Over 10,000 _____ Class II † Under 10,000 ____

Name of park development project: _____________________________________________

Target Age of park users: _______________________________________________________

Date of project completion: ____________________________________________________

Specific location(s) of project: ________________________________________________

Specific person(s) responsible for the project: __________________________________

Description of project: _________________________________________________________

___________________________________________________________________________

____________________________________________________________________________

Recognized benefits from the park/facilities development for individuals, community and
department/agency: __________________________________________________________

___________________________________________________________________________

____________________________________________________________________________

Park usage statistics (if possible) or describe usage: ______________________________

____________________________________________________________________________

Describe any unique qualities of the park/facilities development project: ______________

____________________________________________________________________________

(40.)
NEBRASKA RECREATION AND PARK ASSOCIATION
RECREATION PROGRAMMING AWARD ENTRY

Please type or clearly print this entry entirely. Entries are due by May 31, 2004 and must include color photos or a brief video of the park or facilities development project.

Name of Department or Agency: ____________________________________________________________

List any collaborative partners: __________________________________________________________

Is any person from the Department or Agency an NeRPA member? Yes ___ No ___

Community Population: Class I □ Over 10,000 ___ Class II □ Under 10,000 ___

Name of program: _____________________________________________________________________

Target Age of participants: ___________________________________________________________________

Date(s) of program: _____________________________________________________________________

Specific location(s) of program: ____________________________________________________________

Specific person(s) responsible for the program: ________________________________

Description of program: _____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Recognized program benefits for individuals, community and department/agency: __________
____________________________________________________________________________________
____________________________________________________________________________________

Participation statistics (indicate growth if program has been conducted for multiple years): ______
____________________________________________________________________________________
____________________________________________________________________________________

Describe any unique qualities of the program: ______________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

(41.)
BUDGET AND AUDITING COMMITTEE
I. **Personnel:**
   A. **Number:** Minimum of three.
   B. **Term of Office:** One year.
   C. **Selection:** The President appoints the chairperson, who shall not be the current Treasurer or the immediate past Treasurer. The chairperson appoints the committee which shall include the current Treasurer, immediate past Treasurer and all other deemed necessary.

II. **Purpose:** The Budget and Auditing Committee shall be responsible for the annual budget and other financial matters of all the committees and for the annual audit of the Nebraska Recreation and Parks Association’s financial records.

III. **Duties:** The Budget and Auditing Committee shall:
   A. Advise on financial matters.
   B. With the approval of the Executive Board, recommend a Certified Public Accountant to examine the Treasurer’s records, ensure annual audit is performed and a report is submitted to the Executive Board.
   C. Determine methods of raising funds (in addition to association membership dues) for executing the work of the Association.
   D. Submit an annual report which should include the report from the CPA as well as other pertinent business.
   E. Attend all meetings of the Administrative Council.
   F. Submit a proposed budget.
(Standing Committee)

I. **Personnel:**

A. **Number:** Minimum three members of the Association appointed as prescribed: Park Resource Professional, Recreation Professional and Leisure Services Professional. A minimum of two Professionals on this committee shall be certified under the National Recreation and Park Association certification program. Lay membership on this committee is encouraged by the National Recreation and Park Association.

B. **Term of Office:** Three years.

C. **Selection:** The President shall appoint a member with the approval of the Executive Board for three (3) years to replace the member whose term expires. Should a member not fulfill their term, the President shall appoint a member to fill the unexpired term. The current President shall appoint a chairperson of this committee who is certified under the NRPA certification program.

II. **Purpose:** The purpose of this committee is to establish national standards for certification in the recreation, park resources, and leisure service profession; to provide recognition of individuals who have qualified; and to afford a guarantee to employers that certified personnel have attained stated education and experience qualifications.

III. **Duties:** The Certification Committee shall:

A. Promote and plan for certification of professional recreation, park and leisure service personnel.

B. Inform the National Recreation and Park Association of individuals who have met requirements for certification/re-certification and file a bi-annual report as required by national.

C. Maintain a list of individuals who have met requirements for certification/re-certification.

D. Recommend to the President, candidates for committee appointment.

E. Submit an annual report.

F. Keep a record of each member’s Continuing Education Units.

G. Attend all meetings of the Administrative Council.

H. Submit a proposed budget.

(43.)

Nebraska Recreation and Park Association
CEU Petition Form

Use this form to petition the NeRPA Professional Certification Board (PCB) to accept a program, course /institute, or workshop in which Continuing Education Units (CEUs) are not offered. **Courses must be job relevant.**

A. Pre-Approval
   - Fill out form (must be typed or clearly printed)
   - Mail to any NeRPA PCB member at least 30 days prior to program.
   - Signed forms will be returned to you after review.
   - Upon completion of the program, send this signed form with proof of attendance to the Registrar. **Information received more than 31 days after the program will not be considered.**

B. Post- Approval
   - Fill out form (must be typed or clearly printed)
   - Mail to any PCB member within 30 days of completion of program for approval.
     You must attach proof of attendance
   - PBR member will forward to Registrar
   - Forms received more than 31 days after the program will not be considered.

**Note: Pre or Post Petitions may be denied or accepted for a different number of CEUs than requested.**

---

**For Official Use Only**

Date received for initial request: ______________________

CEUs granted: ______________________ Approved by: ______________________

Approved with conditions: ______________________ Denied: ______________________

Date received by registrar: ______________________

**To be credited with CEUs, this completed form and proof of attendance must be sent to:**

Mike Francis, CPRP  
5264 North 109th Avenue Circle  
Omaha, NE 68164  

mfran99031@aol.com  
402-734-4967 (H)

**Petitions may be sent to any PCB member for approval:**

Mike Francis, CPRP  
5264 North 109th Ave. Circle  
Omaha, NE 68164  

mfran99031@aol.com  
402-734-4967 (H)

James Nietfeld  
905 13th St.  
Aurora, NE 68818  

402-694-6992 (B)  
402-694-4043 (F)

Gayle Resh MA, CTRS  
Chair PCB  
2200 Stockwell  
Lincoln, NE 68509-4949  

gayleresh@hotmail.com  
402-479-5486 (B)  
402-479-5460 (F)

(44.)

*Nebraska Recreation and Park Association*
CEU Petition Form

Date submitted: ________________________________ Certification: CPRP__ APRP__ CTRS__

Name: ______________________________________  Phone (Day): ______________________

Address: ______________________________________  Phone (Home): ______________________

City __________ State_______ Zip: _____ Email: ________________________________

Fax: ______________________________

Request recording verification if needed. By: Mail___ Phone___ Email___ FAX___

Title of the program being petitioned for CEU credits: ________________________________

Date(s) of Program: __________ Location of Program: ________________________________

(City & State)

Is college or university credit being given for the program? Yes___ No___

(College or university classes that are being taken for academic credit and/or towards a
degree will not be given CEU credit unless they are graduate courses.)

Number of CEUs requested: (1 hour = .1 CEU) Number of contact hours: ______________

Facility tours: (a 2 hour tour equals 1 contact hour). Breaks are not to be included in the
time considered for contact hours.

Brief description of program (a detailed program/brochure may be used in lieu of a written
description.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

What did you learn or do you expect to learn from this session? (Learning Outcomes)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please attach the following items with this form:

StdStringBrochure (including subject outline)
StdStringFrame or course (listing breaks, meals, etc.) Each course must be a minimum of 1 hr.

StdStringVerification of attendance (must be submitted within 30 days following the program)

Do not submit original documents needed for your records!!

Signature of program instructor or provider agency representative. (Or other proof of
attendance). ________________________________________________________________

(45.)

NEBRASKA RECREATION AND PARK ASSOCIATION
CEU PROGRAM REQUEST PROCEDURES AND GUIDELINES

The attached form is used to request approval for Continuing Education Units from the Nebraska Recreation and Park Association for an education or training program. To insure that the outcome of your request is known prior to CEU advertisements in program brochures, it is recommended that this form be submitted as soon as the program is planned. This form must be completed no later than 60 days prior to your program date.

Guidelines

1. NeRPA’s policy requires a participant to acquire a minimum of three hours or 0.3 CEU’s in one topic area. To allow flexibility within this policy, CEU tracking (grouping of sessions) can be used. Suggested methods for tracking are:

   Three - 1 hour sessions = 0.3 CEU’s
   Two - 1 hour and 30 minute sessions = 0.3 CEU’s
   One 3 hour session = 0.3 CEU’s

   For example an individual cannot attend one 1 hour session and receive 0.1 CEU. The person would have to attend a combination listed above to equal at least 0.3 CEU’s. A participant can acquire 0.3 CEU’s then acquire an additional 0.1 CEU in the same topic area to obtain 0.4 or 0.5 CEU’s or more in that same topic area.

2. When writing learning outcomes, verbs which are not observable and measurable cannot be used. For example: know, understand, appreciate, grasp, improve, learn, enhance, etc.

   Suggested verbs for writing learning outcomes include: count, define, describe, identify, list, name, outline, quote, read, recall, recognize, reproduce, state, write, discuss, give, estimate, example, predict, summarize, etc.

   Example: Participants will 1) give examples of concrete programs that have been successful throughout the country; 2) examine the impact of substance use on the parks and recreation field and the community; 3) discuss ways to improve the awareness of liability related to participants and facilities.

3. Participants must demonstrate their attainment of the stated learning outcomes during or following the session. Example of assessment methods include questions, oral test, written exercise, demonstration, case study, discussion, oral report, list, recite, solve problem, construct, illustrate or evaluate.

4. Please don not advertise programs as offering CEU’s until NeRPA PCB has approved them. It can be listed in the program brochure as “CEU Approval Pending”
CONTINUING EDUCATION UNIT – PROGRAM REQUEST FORM

Please complete and return this form within 30 days. Do not distribute brochures that advertise CEUs until the NeRPA Professional Certification Board has granted approval. Information must be typed or printed clearly.

Part 1.

Title of CEU Program: ________________________________________________________________

Date(s) to be held: __________________________ Location: ______________________________

Sponsoring Organization: _____________________________________________________________

Person Arranging Session: __________________________ Day Phone: ____________________

Address: __________________________ City: ______________ State: ___________ Zip: ______

Email: ___________________________________________ FAX: __________________________

Person Validating CEU Forms (CEU Monitor)

Name: _____________________________ Day Phone: ____________________

Signature: ___________________________ FAX: __________________________

Address: __________________________ City: ______________ State: ___________ Zip: ______

Part 2.

1. Presenter(s) Name and Qualifications: ________________________________________________

2. Complete outline of session with date and time. Must include all breaks, meetings and other interruptions in presentation. May be on separate sheet of paper with title and date on each page.

3. Number of Contact Hours: _______________________________________________________
   (Class times only, do not include breaks, lunches, social hours, or travel time.)
4. Number of CEU requested: _________________
   (1 hour = 0.1 CEU) (Tours, 1 hour = 0.05 CEU)

5. Target Audience: (Check all that apply)
   ___________ Management  ___________ Entry Level
   ___________ T.R.  ___________ Middle Management
   ___________ Programming  ___________ Upper Management
   ___________ Park/Natural Resources  ___________ Other
   ___________ Facility Management

6. Learning Outcomes: (refer to CEU Program Request Procedures and Guidelines)
   a. ____________________________________________________________________________________
   ____________________________________________________________________________________
   b. ____________________________________________________________________________________
   ____________________________________________________________________________________
   c. ____________________________________________________________________________________
   ____________________________________________________________________________________

7. Instructional Methods: (Check all the apply)
   ___ Lecture  ___ Case Study  ___ Handouts  ___ Visual Aids
   ___ Audience Participation  ___ Demonstration  ___ Other (Please explain)

8. Equipment needed: (Check all that are needed)
   ___ VCR and Monitor  ___ Cassette Tape Player  ___ Overhead projector
   ___ Flip Chart and Stand  ___ Slide Projector & screen
   ___ Other: ____________________________________________________

9. Learning Assessment: (The audience needs to demonstrate their attainment of learning
   the stated outcomes. State the method(s) you will use to assess learning:

   (48.)
10. Evaluation Form: (attached)

RETURN TO:
Gayle Resh MA, CTRS, CPRP
2200 Stockwell
Lincoln, Nebraska  68502
gayleresh@hotmail.com
Fax: 402-479-5460

Approved: ____________________  Number of CEUs: ____________________

Disapproved: ________________  Reason: ______________________________

Date: ______________________  PCB Member Signature: ________________
Program Title: _________________________________________________________________

Date(s): ___________________________

1. What is your overall rating of this session?
   7       6       5       4       3       2     1

2. To what extent do you agree with the following statements about this session:
   Strongly Agree Neutral Strongly Disagree
   a. The Session was professionally worthwhile to me.  7       6       5       4       3       2     1
   b. More sessions should be devoted to his topic.     7       6       5       4       3       2     1
   c. Did the session meet the learning outcomes identified for this session?  7       6       5       4       3       2     1

3. How affective were the presenters?
Enter the presenter(s) name and rate each one.
   Outstanding Satisfactory Poor
   1.____________________________________  7       6       5       4       3       2     1
   2.____________________________________  7       6       5       4       3       2     1
   3.__________________________  7       6       5       4       3       2     1
   4.____________________________________  7       6       5       4       3       2     1
   5.____________________________________  7       6       5       4       3       2     1
   6.____________________________________  7       6       5       4       3       2     1

4. Other comments about this session:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(50.)
NEBRASKA RECREATION AND PARK ASSOCAITION
WORKSHOP/CONFERENCE ROOM HOST/CEU MONITORS RESPONSIBILITIES

1. Welcome workshop participants and introduce yourself. Announce the title of the session.

2. Explain the CEU forms.
   Individuals wishing to receive CEU's must have a form.
   Participants must complete the following portions of the form.
   • Name
   • Address
   • Phone
   • Certification
   • Membership
   • Social Security Number

3. Participants must attend the entire program in order to receive CEU credit (Beginning to end). CEU's will not be awarded for partial attendance.

4. Encourage participants to return promptly from breaks. There is a 15 minute grace period at the beginning of the session.

5. At the beginning of the session, participants are to hand in their CEU forms to the room host. At the completion of the session the room host will sign the form.

6. Participants will retain the original for their records.

7. The copy must be returned to the registration table prior to leaving the Conference.

8. Make sure that everyone has an evaluation form. Ask them to complete the form and return it to the room host at the conclusion of the session.

9. Introduce the speaker(s).

After the workshop/conference the Program Coordinator will submit the yellow CEU forms along with the program evaluations to the Professional Certification Board.

Please review the attached copy of the CEU form to become familiar with what portions are to be completed.

(51.)
CONSTITUTION, BY-LAWS, MANUAL OF PROCEDURES COMMITTEE
(Standing Committee)
I. Personnel:

A. Number: Minimum of three.

B. Term of Office: One year.

C. Selection: The President appoints the chairperson, who then selects Committee members.

II. Purpose: The Constitution, By Laws, Manual of Procedures Committee shall insure that the Constitution, the By-Laws and the Manual of Procedures are kept consistent and reflect current policy and procedures of the Nebraska Recreation and Park Association, Inc.

III. Duties: The Constitution, By-Laws, Manual of Procedures Committee shall:

A. Attend all Administrative Council and Executive Board meetings.

B. Record any and all changes to the Constitution, the By-Laws and the Manual of Procedures.

C. Submit a proposed budget.

D. Submit an annual report.

(52.)
CONTINUING EDUCATION COMMITTEE
(Standing Committee)
I. Personnel:

A. Number: Minimum of three.

B. Term of Office: One year.

C. Selection: The Continuing Education Committee shall consist of the chairperson appointed by the President. The chairperson appoints the members, one member being from the Therapeutic Section, one member from the Park Resources Section and one member from the Recreation branch.

II. Purpose: The Continuing Education Committee shall coordinate training sessions for leisure service personnel in the State of Nebraska as a function of the Nebraska Recreation and Park Association, Inc. This goal will be accomplished through cooperative efforts with universities, communities, state organizations and agencies involved in leisure services.

III. Duties: The Continuing Education Committee shall:

A. Coordinate publicity of workshop training activity in the state.

B. Maintain a file for recording workshop training activity.

C. Submit an evaluation of each Continuing Education activity.

D. Submit a proposed budget.

E. Submit an annual report.

F. Attend all meetings of the Administrative Council.

G. Submit articles to RAP Editor immediately following education activity.

IV. Policy:

A. All Continuing Education programs shall generate enough revenue to equal its expenses and should be designed to make a profit for the Association.

B. All programs organized by the Continuing Education Committee shall be designed to offer Continuing Education Units. This committee shall offer a minimum of one workshop a year.

(53.)
CONTINUING EDUCATION INSTITUTE PROGRAM COMMITTEE
(Standing Committee)
I. **Personnel:**

A. **Number:** No minimum.

B. **Term of Office:** The Chairperson shall serve a two year term. Committee members shall serve a one year term.

C. **Selection:** The President appoints the Chairperson who then selects committee members. The Continuing Education Committee chairperson, representatives of each of the special interest sections, the Certification chair, the Exhibitor coordinator and the RAP Editor will automatically serve as members of this committee.

II. **Purpose:** The Continuing Education Institute Program Committee shall execute and organize all activities and arrangements for the Association’s Annual Continuing Education Institute.

III. **Duties:** The Institute Committee shall:

A. Plan and make arrangements for the program, including speakers, transportation and all other components.

B. Finalize a contract for accommodations, any other arrangements and submit a (budget) fee structure for board approval.

C. Plan and contract for all Institute meals and related items.

D. Appoint an exhibitor coordinator to arrange for exhibitors at the Annual Institute.

E. Provide conference publicity to RAP. Prepare special mailings and conference registration materials as required.

F. Receive and be responsible for receipt of all Institute registration income.

G. Coordinate all payments and related Institute expenses.

H. Keep a permanent file of Committee activities.

I. Attend all Administrative Council meetings.

J. Submit an annual report.

K. Submit a proposed budget.

IV. **Policy:**

A. Minimum of one Continuing Education Unit will be available at the Annual Institute.

(54.)

**DEVELOPMENT PROGRAM**

(Standing Committee)
I. Personnel:

A. Number: No Minimum.

B. Term of Office: One year.

C. Selection: The President appoints the Chairperson who then selects committee members. The Immediate Past-President serves on this committee. The Chairperson should give consideration to selecting Past-Presidents to serve on this committee.

II. Purpose: Administer the Development Program per guidelines. (see attached)

III. Duties: The Development Program Committee shall:

A. Review and prioritize Development Grant applications.

B. Select all Grant recipients.

C. Organize a minimum of two fund raising activities per year.

D. Maintain a permanent file of all committee activities.

E. Attend all Administrative Council meetings.

F. Submit a proposed budget.

G. Submit an annual report.

H. Submit articles to RAP Editor for advertisement of Grant availability and Publication of Development Program recipients.

(55.)

NEBRASKA RECREATION AND PARK ASSOCIATION
DEVELOPMENT PROGRAM
The Development Program is an authorized program of the Nebraska Recreation and Park Association, designed to provide financial assistance to units of government (cities, towns, villages, counties, municipalities, political subdivisions as defined by state law, or non profit groups) to establish, develop and improve recreation and park areas.

A. **Criteria for Assistance**

1. Each project must be sponsored by a city, town, village, county, municipality, political subdivision, as defined by state law, or non profit group with statutory authority and capability to develop and manage public recreation areas.

2. The recreation area or park must have a comprehensive plan for the project.

3. Eligible projects include, but are not limited to the following:
   a. Development of a recreation area plan.
   b. Land acquisition (eligible only if recreation area is developed at the same time).
   c. Grading, seeding and landscaping that directly supports park and recreation facilities.
   d. Public recreation facilities.

4. Projects must conform to all local state and federal laws.

5. Priority will be given to projects that have matching funds.

6. Priority will be given to projects that go beyond minimum accessibility standards.

B. **Nebraska Recreation and Park Association Responsibilities**

1. Administer the Development Grant

2. Review, prioritize and approve applications for assistance. The approval of the Board is required when the amount requested in the application exceeds that amount budgeted for this program.

3. Reimburse sponsors funds approved by Executive Board.

4. Provide signage showing Nebraska Recreation and Park Association as the contributing organization.

C. **Sponsorâ€™s Responsibilities**

(Sponsor being the party applying for the Development Program funding)
1. The sponsor shall submit an application form supplied by the Nebraska Recreation and Park Association.

2. The sponsor shall submit preliminary plans with the application including:
   a. Option to purchase agreement (if applicable).
   b. Recreation area development plan.
   c. Estimated total cost.
   d. Implementation schedule.
   e. Location map.
   f. Appropriate section of the comprehensive plan, if applicable.
   g. Picture of the project area.

3. The sponsor shall obtain all necessary local, state and federal permits.

4. The sponsor shall manage the project and provide all future operation and maintenance of the area at no cost to the Nebraska Recreation and Park Association.

5. The sponsor shall agree to manage the project for a minimum of 10 years (or as negotiated within the agreement).

6. The sponsor shall administer all contracts for the design, construction and construction inspection of the project.

7. The sponsor shall control all erosion on the site during construction and until permanent vegetation is firmly established.

8. The sponsor shall hold and save the Nebraska Recreation and Park Association free from damages of claims due to the construction of operation and maintenance of the project.

9. The sponsor shall execute an agreement with the Nebraska Recreation and Park Association which outlines these guidelines.

10. The sponsor shall maintain signage which is provided by the Nebraska Recreation and Park Association.

D. Requesting Reimbursement

1. Upon completion of the project, the sponsor may request reimbursement from the Nebraska Recreation and Park Association by providing the following:
   a. Certificate of completion.
   b. Copies for the final estimates, invoices of deed(s).
   c. Picture(s) of the completed project.
OF THE DEVELOPMENT PROGRAM PROJECT AGREEMENT

1. The grant recipient agrees to operate all of its programs and activities free from discrimination on the basis of race, color, national origin, age or handicap. Discrimination on the basis of residence (including preferential reservation, membership, or annual permit systems) is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence.

2. The grant recipient agrees that it will maintain the property (that is being developed under this grant) so as to appear attractive and inviting to the public. Sanitation and sanitary facilities shall be maintained in accordance with applicable health standards. The property shall be kept reasonably safe for public use. Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use. The facility shall be kept open for public use at reasonable hours and times of the year, according to the type of facility.

3. The grant recipient agrees to make available to the Association such documentation concerning the expenditure of the grant monies as will allow the Association to determine whether or not the grant monies have been expended properly. The grant expenditure is subject to audit at the discretion of the Association. Should all or part of the grant monies be determined by audit to have been expended in non-accord with the project agreement, the Grantee shall reimburse the Association those monies. The Grantee shall retain copies of records of expenditures of the grant monies for at least three (3) years after the completion or termination of the grant and shall make them available to the Association at the latter's request.

4. The project period shall begin with the date of approval of project agreement (or the effective date of a waiver of retroactivity) and shall terminate at the end of the stated project period unless the project is completed sooner (in which event the project shall end on the date of completion or termination).

5. The Association shall transfer to the Grantee all funds granted hereunder up to the maximum allowable amount of the awarded grant's reimbursable basis. No Association grant monies may be used to reimburse costs that were incurred outside the project period without the prior approval of the Association.

6. The facilities funded under this project agreement shall be designed and built to comply with the Americans with Disabilities Act (Public Law 101-336).

7. The facilities funded under this project shall be in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, and the Archaeological and Historic Preservation Act of 1966. The Grantee shall consult with the State Historic Preservation Officer as necessary to be in compliance with the above acts.

8. Facilities developed under this grant shall meet applicable State of Nebraska and local facility design and construction requirements. All necessary local, state and federal permits shall be secured by the Grantee.

9. The Association may temporarily suspend monetary assistance under this project pending corrective action by the Grantee or pending a decision to terminate the grant.
10. The Grantee may unilaterally terminate the project at any time prior to the first payment on the project. After the initial payment, the project may be terminated, modified or amended by the Grantee only by mutual agreement with the Association.

11. The Association may terminate the project, in whole or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of the grant. The Association shall promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to the Grantee or recoveries by the Association under projects terminated for cause shall be in accord with the legal rights and liabilities of the parties.

12. The Association or the Grantee may terminate the grant in whole or in part at any time before the date of completion when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree on the termination conditions, including the effective date and, in case of partial termination, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Association may allow full credit to the Grantee for the Association’s share of the non-cancelable obligations, properly incurred by the Grantee prior to termination.

13. Termination either for cause or for convenience requires that the project in question be brought to a state of recreational usefulness agreed by the Grantee and the Association or that all funds provided by the Association are returned.

14. The Grantee agrees to manage the facility (to receive funding under this project agreement) for a minimum of then (10) years, or as negotiated within the Agreement, beginning with the date of the project agreement.

15. The Grantee agrees to maintain a sign at a prominent location at the project site acknowledging the grant monies from the Association for the facility. The Association agrees to provide the signage.

16. The Grantee shall administer all contracts for the design, construction and construction inspection of the project work.

17. The Grantee shall hold and save the Association free from damages or claims due to the construction, operation and maintenance of the project site at no cost to the Association.

18. The Grantee shall manage the project and provide all future operation and maintenance of the project site at no cost to the Association.
APPLICATION DEADLINE: October 1st

DATE__________________________________________________________

PROJECT NAME__________________________________________________

SPONSOR Name ___________________________________________________________

Address ____________________________________________________________

City ______________________ State _______________ Zip ___________

CONTACT PERSON ________________________________________________________

Title __________________________ Telephone _____________________________

PROJECT LOCATION____________________________________________________

________________________________________________________

DESCRIPTION OF PROJECT__________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

TOTAL ESTIMATED COST: $________________________________________

AVAILABLE MATCHING FUNDS: $________________________

COST SHARE REQUESTED: $________________________________________

SIGNATURE/TITLE ________________________________________________________

DATE __________________________________________________________________

Attach additional sheets as necessary.

Return to:

(60.)

GREAT PARK PURSUIT COMMITTEE
I. **Personnel:**

   A. **Number:** No Minimum
   B. **Term of Office:** One year
   C. **Selection:** The President appoints the chairperson who then selects committee members.

II. **Purpose:** Coordinate the Great Park Pursuit Program throughout the state.

III. **Duties:** The Great Park Pursuit Committee shall:

   A. Organize meetings with partners- Nebraska Game and Parks.
   B. Obtain annual sponsors for the program.
   C. Coordinate with state wide parks to participate.
   D. Submit articles to the RAP.
   E. Manage other areas of marketing and publicity.
   F. Submit a proposed budget.
   G. Submit an annual report.
   H. Maintain a permanent file of committee activities.
I. **Personnel:**

A. **Number:** No Minimum.

B. **Term of Office:** One year.

C. **Selection:** The President appoints the chairperson, who then selects the committee members.

II. **Purpose:** The committee shall maintain a history of the association and prepare memoirs of deceased members.

III. **Duties:** History and Necrology Committee shall:

A. Attend all Administrative Council meetings.

B. Keep a permanent file of all RAP newsletters, board meeting minutes, directories, educational brochures, special event brochures and annual reports.

C. Submit an annual report.

D. Periodically examine the records and update the historical account of events.

E. Establish policies and procedures for the format in which records are to be preserved.

F. Promptly forward to the editor of the RAP information available on the deceased.

G. Extend condolences to the family of the deceased on behalf of the Association.

H. Submit a proposed budget.

(62.)

**INVESTMENT COMMITTEE**

(Standing Committee)
I. Personnel:

A. Number: The Investment Committee shall consist of the current Vice President, Treasurer, One Past-President, One Lifetime Member and the Association’s financial consultant. The Association’s financial consultant shall not be a voting member of the committee. The current President shall be an ex-officio member of the committee.

B. Term of Office: One year.

C. Selection: The President shall appoint the Vice President, Treasurer, One Past-President and one Lifetime Member to this committee. The committee shall recommend to the Executive Board, for their appointment, a financial consultant.

II. Purpose: This committee will work with a financial consultant (approved by the Executive Board) to develop investment strategies for the Association’s Scholarship/Endowment Fund, Development Program Fund and Association Management Fund.

III. Duties: The Investment Committee shall:

A. Develop investment strategies for the Association’s Scholarship/Endowment Fund, Development Program Fund and Association Management Fund.

B. Review Association investments on a quarterly basis.

C. Prepare a progress report for the Administrative Council on a quarterly basis.

D. Maintain a permanent file of committee activities.

E. Attend all Administrative Council meetings.

F. Submit a proposed budget.

G. Prepare an annual report.
I. Personnel:

A. Number: No Minimum.

B. Term of Office: One year.

C. Selection: The President appoints the chairperson who then selects committee members.

II. Purpose: The Legislative Committee shall keep the Nebraska Recreation and Park Association informed about current and pending national, state and local legislation as it affects the Association, and shall be responsible for organizing communications about critical issues.

III. Duties: The Legislative Committee shall:

A. Attend all Administrative Council meetings.

B. Keep records of all current legislation that pertains to the profession. (national, state and local).

C. Maintain a current list of Nebraska State Legislators and Congressional Representatives (including contact information).

D. Present to the Board summaries of relevant legislation and recommend position statements which represent the interests of the Association.

E. Maintain a permanent file of its past functions.

F. Submit a proposed budget.

G. Submit an annual report.

H. Serve as a liaison to the NRPA Midwest Regional Council Legislative Committee. The committee member serving as the liaison must be a member of NRPA.

IV. Policy:

A. The Executive Board shall establish all position statements with regard to legislative bills. When time does not allow for the Executive Board to establish a position statement, the President has the authority to communicate the Association’s position on legislative bills.
I. **Personnel:**

   A. **Number:** Minimum of three including the chairperson.

   B. **Term of Office:** One year.

   C. **Selection:** The President shall appoint the chairperson. Membership will include one representative from each section and the Midwest Regional Council Membership Representative. The Midwest Regional Council Representative is appointed by the chair of the Midwest Regional Council Membership Development Committee.

II. **Purpose:** The Membership Committee shall encourage eligible persons in the recreation and/or park field to apply for membership in the Nebraska Recreation and Park Association, Inc. and in the National Recreation and Park Association, and shall determine proper membership classification for all candidates for membership. The Membership/Directory Committee shall keep a listing of contact information including but not limited to addresses, email, phone, and fax.

III. **Duties:** The Membership/Directory Committee shall:

   A. Carry out the bulk of the membership campaign during and immediately following the annual conference.

   B. Forward appropriate letters and application forms for renewal and new memberships. Follow up basic correspondence as necessary.

   C. Forward a membership packet to each member which will include a membership card and information about Association programs and benefits.

   D. Keep a current list of memberships, indicating membership classification.

   E. Forward with a list of names and membership receipts to the Association's Treasurer, in a timely manner, dues for the Nebraska Recreation and Park Association.

   F. Coordinate efforts with and receive professional advice and assistance from the National Recreation and Park Association.

   G. Coordinate with Midwest Regional Membership Representative effort to increase NRPA membership.

   H. Submit suitable items about membership for publication in the RAP.

   I. Maintain a complete file of correspondence and other material involved in executing the responsibilities of the Membership committee. The file should be forwarded or given to the New Membership Committee.
chairperson at the annual conference. Any suggestions or recommendations for the next year’s committee should be included.

J. Recommend and implement long-range planning for increasing the membership of the Nebraska Recreation and Park Association, Inc. and the National Recreation and Park Association.

K. Maintain a membership mailing roster for RAP and Membership Directory information.

L. Shall keep a listing of contact information including but not limited to addresses, email, phone and fax of all members of the Nebraska Recreation and Park Association for the purposes of communication.

M. Keep a current directory.

N. Keep a record of all past directories.

O. Keep a permanent file of committee activities.

P. Publish the directory within the first quarter of each year.

Q. Submit a proposed budget.

R. Submit an annual report.

S. Attend all Administrative Council meetings.

IV. Policy:

A. Membership information may be made available to related non-profit organizations. Each request must be approved by the Executive Board.

B. The Association NRPA membership representative must be a member of NeRPA as well as NRPA.

C. If a non-member registers to be a member at the State Conference, their membership will be in effect until the end of the following calendar year.
I. Personnel:

A. Number: No Minimum.

B. Term of Office: One year.

C. Selection: The President appoints the Chairperson who then selects Committee members.

II. Purpose: The Nominations Committee shall prepare a candidate slate for the Nebraska Recreation and Park Association, Inc.

III. Duties: The Nominations Committee shall:

A. Strive to prepare a slate of at least two candidates per position.

B. Verify that all candidates are members in good standing.

C. Secure sanction from each nominee.

D. Submit a slate to the Board for approval prior to the RAP publication preceding the annual conference.

E. Prepare the ballot.

F. Conduct the balloting.

G. Tabulate the ballots.

H. Announce the results.

I. Submit and annual report.

J. Attend all Administrative Council meetings.

K. Submit a proposed budget.

IV. Procedures of the Nominations Committee:

A. Candidates will be selected and their eligibility for candidacy will be determined. The Nominations Committee shall request sanction from each candidate. The slate shall be presented to the Executive Board for approval.

B. Candidates will be requested to submit a brief biographical sketch for publication.

C. Each Nebraska Recreation and Park Association member in good standing at the annual conference will receive a ballot and will vote for one candidate for each office. Members shall vote for two candidates listed as members at-large of the Executive Board.
D. An absentee ballot shall be prepared and published in the RAP newsletter one issue preceding the Annual Education Institute. A Member may vote by absentee ballot executed in writing with his/her signature duly notarized. Absentee ballots received prior to the annual business meeting at the annual Education Institute shall be valid.

E. All ballots will be counted prior to the adjournment of the annual business meeting so that run off voting can be held in the case of tie votes.

F. Results of the election will be announced at the annual Education Institute awards banquet by the chairperson of the Nominations Committee.

(68.)

PRESIDENT'S ROUND TABLE
(Standing Committee)

I. Personnel:
A. **Number:** No Minimum.

B. **Term of Office:** One year.

C. **Selection:** The Chairperson shall be the Immediate Past-President. All NeRPA Past Presidents are committee members.

II. **Purpose:** Act in an advisory capacity to the Executive Board.

III. **Duties:** The President’s Round Table shall:

   A. Respond to all requests for input, whether formal or informal on any issue affecting the Association.

   B. Serve as a historical reference in matters concerning past activities and events.

   C. Chair special projects as assigned by the President.

   D. Review all grievances in accordance with the grievance procedure.

   E. Review Code of Ethics.

   F. Maintain a permanent file of all committee activities.

   G. Submit a proposed budget.

   H. Submit an annual report.

(69.)

**SCHOLARSHIP/ENDOWMENT COMMITTEE**

(Standing Committee)

I. **Personnel:**
A. **Number:** No minimum. The University of Nebraska Lincoln Foundation liaison will serve as an ex-officio member of the Scholarship Committee.

B. **Term of Office:** One year.

C. **Selection:** The President appoints the chairperson, who then selects Committee members.

II. **Purpose:**

   The Scholarship Committee shall support the educational efforts of college students desiring and pursuing a career in recreation, park, horticulture, conservation, and leisure services fields.

III. **Duties:**

   The Scholarship Committee shall:

   A. Coordinate with the University of Nebraska-Lincoln Foundation the administration of all scholarship trust funds related to the Nebraska Recreation and Park Association, Inc.

   B. Raise funds for scholarships.

   C. Publicize all scholarship activities.

   D. Review and update all application requirements.

   E. Inform students of available scholarships.

   F. Distribute applications to students.

   G. Select recipients prior to August 15th.

   H. Present to the Board recommendations of awards to be given.

   I. Insure that scholarship funds are credited to the student’s account at the Financial Aid Office after verification that the student has registered for the fall and spring semesters.

   J. Add recipients’ names to the plaques at recipient schools and present a framed certificate to the scholarship winners.

   K. Attend all administrative Council meetings.

   L. Keep a permanent file of committee activities.

   M. Submit an annual report.

   (70.)

   N. Administer the endowment fund per endowment fund guidelines.

   O. Administer the scholarship fund per the scholarship eligibility criteria.
P. Submit a proposed budget.

(71.) NEBRASKA RECREATION AND PARK ASSOCIATION SCHOLARSHIP ELIGIBILITY CRITERIA
Nebraska Recreation and Park Association Scholarship
The Nebraska Recreation and Park Association Scholarship is awarded to students at any College or University in Nebraska who are majoring in recreation, parks, leisure services or conservation with the intent to enter the recreation, parks and leisure service field as a career. Applicants can be undergraduate or graduate level students with an affiliation to Nebraska; either as an in-state resident or an out-of-state student completing an internship in Nebraska. Applicants must hold Junior, Senior or Graduate student status and enroll for a full academic year (Fall and Spring) as a full-time student. Applicants must have a minimum GPA of 2.7 on a 4.0 scale when they apply. Preference may be given to individual members of the Nebraska Recreation and Park Association.

Outdoor Recreation Products Scholarship
The Outdoor Recreation Products Scholarship is awarded to regularly enrolled students at any College or University in Nebraska who are majoring in recreation, parks, leisure services or conservation with the intent to enter the recreation, parks and leisure service field as a career. Applicants must hold Junior, Senior or Graduate student status and enroll for a full academic year (Fall and Spring) as a full-time student. Applicants must have a minimum GPA of 2.7 on a 4.0 scale when they apply. Preference may be given to individual members of the Nebraska Recreation and Park Association.

Joseph A. Churchich Scholarship
The Joseph A. Churchich Scholarship is awarded to regularly enrolled students of the University of Nebraska at Omaha, Lincoln, or Kearney. Students must enroll for a full academic year (Fall and Spring) as a full-time student at their college, and must have a minimum GPA of 2.7 on a 4.0 scale when they apply. Applicants must be majoring recreation, parks, horticulture, or conservation with the intent to pursue a career in the recreation or park fields. Full time employees who work in the recreation, parks, horticulture or conservation field who are registered for a credit course in the areas of recreation, parks, horticulture or conservation at the University of Nebraska at Omaha, Lincoln, or Kearney may also apply. Preference may be given to individual members of the Nebraska Recreation and Park Association.

Ruth B. McClintock Scholarship
The Ruth B. McClintock Scholarship is awarded to regularly enrolled students of the University of Nebraska at Omaha, Lincoln, or Kearney who are majoring in recreation, parks, leisure services or conservation with the intent to enter the recreation, parks and leisure service field as a career. Applicants must hold Junior, Senior or Graduate student status and enroll for a full academic year (Fall and Spring) as a full-time student. Applicants must have a minimum GPA of 2.7 on a 4.0 scale when they apply. Preference may be given to individual members of the Nebraska Recreation and Park Association.

* Funds for these scholarships will be credited to the student’s account at the Financial Aid Office after verification that the student has registered for the fall and spring semesters.

* Recipients for these scholarships will be recognized at the Annual Continuing Education Institute.

For more information contact:

NEBRASKA RECREATION AND PARK ASSOCIATION
SCHOLARSHIP APPLICATION

APPLICATIONS WILL NOT BE ACCEPTED FOR CONSIDERATION AFTER MAY 15
Please indicate scholarship of interest:

______Joseph Churchich (Recreation, Park, Horticulture, Conservation, or related field)
______Ruth B. McClintock (Recreation, Park, Conservation, Leisure Services, or related field)
______NeRPA (Recreation, Park, Conservation, Leisure Services, or related field)
______Outdoor Recreation Products (Recreation, Park, Conservation, Leisure Services, or related field)

1. Name: ________________________________________________________________

2. Permanent Address: _____________________________________________________

3. Home Phone: ___________________________ School Phone: __________________

4. Student Account Number: ______________________________________________

5. University/College Attending: _____________________________________________

6. School Address: ________________________________________________________

7. Degree Seeking: ________________________________________________________

8. Major: ________________________________________________________________

9. Expected Date of Graduation: _____________________________________________

10. Minor: ______________________________________________________________

11. GPA: ______________

12. Will you be enrolling for the full academic year?   Yes_________ No__________

13. Class Standing:  Junior__________ Senior__________ Graduate__________

14. Are you a member of NeRPA?    Yes No

15. Are you a member of NRPA? Yes No

16. Are you a full time employee working in the recreation, parks, horticulture or conservation field? Yes No

(73.)

For questions 17-22, attach separate sheets as necessary.

17. List organizations, clubs, groups, etc., to which you belong and the offices held:
18. List other extracurricular activities in which you are involved:

19. List workshops, seminars, professional development training, and conferences attended related to your major field of study:

20. List and describe volunteer experiences, practicum(s), or internships related to your major field of study. Give a brief description of duties performed.

21. List and describe your personal philosophy statement. Please include the following:
   A. Why you have chosen recreation and parks, or natural resources as a field of study?
   B. Why you believe the field is important?

22. What are your personal career objectives?

Mail Applications to:

(74.)
AMENDMENT TO AGREEMENT

WHEREAS, an Agreement was executed on July 2, 1980, by and between ELY CHURCHICH and ROBERT CHURCHICH, ("Donor" or "Donors"), and the UNIVERSITY OF NEBRASKA FOUNDATION, a Nebraska nonprofit corporation existing exclusively for the benefit of the University of Nebraska ("Foundation"), to establish the "Joseph A. Churchich Scholarship Fund"; and

WHEREAS, by the provisions of said Agreement, the Donor reserved the right to amend the terms and conditions of the Agreement with the written consent of the Foundation, provided no such amendment shall alter the intention of the Donor and the Foundation that this Fund be operated exclusively in such a manner as to conform with all rules and regulations applicable to the appropriate class of tax exempt organizations including the Foundation as promulgated by the Internal Revenue Service; and

WHEREAS, the Donor now wishes to amend the Agreement of July 2, 1980; and

WHEREAS, the Foundation approves of this Amendment;

NOW, THEREFORE, in consideration of the mutual covenants of the parties, it is agreed that said original Agreement shall be amended as follows:

1. Article V, Paragraph 2 of said Agreement shall be deleted in its entirety and the following paragraph substituted in its place:

"2. The net income of this Fund shall be used annually or otherwise in support of scholarships for:

a.) Regularly enrolled students of junior, senior or graduate class standing who are majoring in parks, horticulture, recreation or conservation at either the University of Nebraska-Lincoln, the University of Nebraska at Omaha or the University of Nebraska at Kearney, with the intent to pursue a career in the parks and recreation field.

b.) Full-time employees working in the parks, recreation, horticulture or conservation fields and who are registered for a credit course in the areas of parks, horticulture, recreation or conservation at either the University of Nebraska-Lincoln, the University of Nebraska at Omaha, or the University of Nebraska at Kearney. Recipient(s) shall be a member of the Nebraska Recreation and Parks Association (NeRPA).

c.) Full-time employees working in the parks, recreation, horticulture or conservation fields and who have registered for an approved
school sponsored by the National Recreation and Park Association which has been approved for Continuing Education (CEU) credit at the University of Nebraska. Recipient(s) shall be a member of the NeRPA.

2. Article V, Paragraph 3 of said Agreement shall be deleted in its entirety and the following paragraph substituted in its place:

"3. Recipients of these scholarships so provided shall be selected by the Scholarship Committee Chair of NeRPA who shall make the selection under rules and regulations established by said Committee, provided such rules and regulations are not in conflict with this Agreement. Criteria to be considered shall include, but not be limited to, financial need; potential success for career in the area of parks and recreation; involvement with professional organizations associated with parks, horticulture, recreation and conservation; and volunteer or work experience with parks and recreation. Financial need shall receive preference among the criteria considered."

3. Article V, Paragraph 4 of said Agreement shall be deleted in its entirety and the following paragraph substituted in its place:

"4. The number and amount of scholarships to be awarded annually or otherwise shall be based upon the amount of net income available from this Fund. Any net income in any academic year in excess of the amount needed to award the scholarship(s) under this Agreement shall be added to and reinvested with the principal of this Fund."

4. The remaining terms and conditions of the July 2, 1980 Agreement shall remain in full force and effect.

IN TESTIMONY WHEREOF, the Donor and the Foundation have caused this Amendment to Agreement to be executed this 5th day of December, 1991.

ELY CHURCHICH, Donor

ROBERT CHURCHICH, Donor

ATTEST:

By: [Signature]
Title: Asst. Corp. Secretary

By: [Signature]
Title: Vice President

(71.)
Outdoor Recreation Products Scholarship Agreement

WHEREAS, Outdoor Recreation Products, 1055 No. 204th Avenue, Elkhorn, Nebraska 68022 wishes to establish an annual scholarship for college students majoring in Parks, Recreation or Leisure Services.

WHEREAS, Outdoor Recreation Products wishes for the Nebraska Recreation and Park Association, 2470 “A” Street, Lincoln, Nebraska 68502, a 501 (c) (3) nonprofit corporation under the General Corporation Laws of the State of Nebraska to administer this scholarship award.

NOW, THEREFORE, in consideration of the mutual covenants of the parties, it is agreed that:

1. Outdoor Recreation Products shall provide one (1), $500.00 (five hundred dollar) scholarship on an annual basis.

2. Outdoor Recreation Products shall have one (1) representative on the Nebraska Recreation and Park Association Scholarship Selection Committee for this award.

3. Outdoor Recreation Products reserves the right to amend the terms and conditions of this agreement with written notice.

4. The Nebraska Recreation and Park Association shall administer this scholarship through its Scholarship/Endowment Committee.

5. The Nebraska Recreation and Park Association Scholarship Committee shall establish scholarship eligibility criteria for this scholarship.

6. The Nebraska Recreation and Park Association Scholarship Committee shall select recipients of this scholarship under the rules and regulations established by said Committee, provided such rules and regulations are not in conflict with this agreement. Criteria to be considered shall include, but not be limited to, financial need; potential success for career in the area of parks, recreation and leisure Services; involvement with professional organizations associated with parks, recreation and leisure services; and volunteer or work experience with parks, recreation or leisure services. Financial need shall receive preference among the criteria considered.

7. The Nebraska Recreation and Park Association shall make this scholarship available to any full time enrolled students of junior, senior or graduate class standing who are majoring in parks, recreation or leisure services at any College or University in Nebraska.

IN TESTIMONY WHEREOF, Outdoor Recreation Products and the Nebraska Recreation and Park Association have caused this Agreement to be executed this 15th day of September, 2005.

[Signatures]

Representative - Outdoor Recreation Products

President - Nebraska Recreation and Park Association
1. Money from this fund is available to NeRPA members to help defray registration fees for ONLY NeRPA sponsored or co-sponsored workshops and conferences.

2. Requests for reimbursement are to be submitted on an Endowment Request Form. Eligible members applying for reimbursement must have NeRPA membership dues paid to date at the time of the request.

3. Reimbursement may be up to 100% of the registration fee for NeRPA sponsored or co-sponsored workshops and conferences.

4. Reimbursement percentages will depend on the following criteria:
   a. The number of members applying for reimbursement during any quarter.
   b. The workshop/conference awards Continuing Education Units (CEUs)
   c. The amount of money available in the Endowment Fund at the time of request.

5. Eligible members applying for reimbursement must not be receiving reimbursement or financial assistance from any other sources for the same workshop/conference.

6. Requests for reimbursement are to be submitted to the Scholarship/Endowment Chair by the due date for each quarter. Copies of receipts and the event program are to be submitted with the Endowment Request Form. Decisions for reimbursement will be made by the Scholarship/Endowment Committee.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>First (January – March)</td>
<td>April 15</td>
</tr>
<tr>
<td>Second (April – June)</td>
<td>July 15</td>
</tr>
<tr>
<td>Third (July – September)</td>
<td>October 15</td>
</tr>
<tr>
<td>Fourth (October – December)</td>
<td>January 15</td>
</tr>
</tbody>
</table>

7. All decisions of the Scholarship/Endowment Committee are final.

8. Endowment requests will be awarded based on the total number of points claimed.

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>25%</td>
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<tr>
<td>50</td>
<td>50%</td>
</tr>
<tr>
<td>75</td>
<td>75%</td>
</tr>
<tr>
<td>100</td>
<td>100%</td>
</tr>
</tbody>
</table>

   If the member requesting reimbursement is a CPRP, CPRA or CTRS they receive 25 pts.


   If the conference or workshop awarded CEU credit to the participant they receive 25 pts.

11. Conference/Workshop Attended: 25 pts. per question

   If this is the first request made for reimbursement during this calendar year they receive 25 pts.

   If the applicant has attended NeRPA sponsored conferences/workshops during the past calendar year and have received no reimbursement they receive 25 pts.
NAME______________________________ TELEPHONE______________

ADDRESS________________________________________ ZIP________
	(city) (state)

E-MAIL__________________________________________

CONFERENCE/WORKSHOP ATTENDED__________________________

DATE(S) ATTENDED ______________________________________

REGISTRATION FEES $______________________________

CPRP________ CPRA___________ CTRS__________

THE TOTAL REGISTRATION FEES YOU PAID FOR ATTENDING NeRPA SPONSORED
CONFERENCES/WORKSHIPS (not counting the event you are seeking reimbursement for)
DURING THIS CALENDAR YEAR FOR WHICH YOU RECEIVED NO REIMBURSEMENT
$________________

DID YOU RECEIVE CEU’s FOR ATTENDING THIS CONFERENCE/WORKSHOP?
Yes____ No_____ IF YES, PLEASE PROVIDE DOCUMENTATION

DID YOU RECEIVING ANY REIMBURSEMENT OR FINANCIAL ASSISTANCE FROM
ANY OTHER SOURCES FOR THIS CONFERENCE/WORKSHOP?
Yes____ No_____

IF YES, PLEASE SPECIFY ______________________________________

Mail this form with registration receipts and conference/workshop agenda to:
SITE SELECTION COMMITTEE  
(Standing Committee)

I. Personnel:

A. Number: No Minimum.

B. Term of Office: One year.

C. Selection: The President appoints the chairperson, who then selects committee members.

II. Purpose: The Site Selection Committee shall recommend sites for the Annual Continuing Education Institute.

III. Duties: The Site Selection Committee shall:

A. Solicit invitation from communities interested in hosting the Continuing Education Institute.

B. Determine which sites meet the requirements for hosting the Continuing Education Institute.

C. Recommend for board and membership approval the site for the Continuing Education Institute.

D. Prepare the ballot for voting.

E. Conduct the voting for the site at the annual business meeting.

F. Tabulate the voting.

G. Announce the results of the voting at the annual awards banquet.

H. Keep a permanent file of committee activities.

I. Attend all Administrative Council meetings.

J. Submit an annual report.

K. Solicit invitations from communities interested in hosting the Midwest Regional Professional Training Institute.

L. Determine which sites meet the requirements for hosting the Midwest Regional Professional Training Institute.

M. Recommend for board approval the site for the Midwest Regional Professional Training Institute.

N. Submit a proposed budget.

(81.)
NEBRASKA RECREATION AND PARK ASSOCIATION
CONFERENCE SITE SELECTION GUIDE AND BID FORM

Name of Hotel/Motel Making Bid_________________________

Address_________________________

Phone_________________________

Office Representative_________________________

Title_________________________

NeRPA will not, under any circumstances, guarantee payment for a minimum number of guest rooms occupied by NeRPA delegates. NeRPA also requires that all meeting rooms furnished by the host facility for educational programs, meetings and meal functions be furnished at no charge to the Nebraska Recreation and Park Association.

1. List the dates in September, ___________, your hotel/motel is available for the NeRPA conference: (2 day conference, start and end dates flexible).

2. How many total guest rooms are there in your hotel/motel?________________

3. Will the hotel/motel reserve__________guest rooms for the NeRPA delegates until two to four weeks prior to the NeRPA conference?__________________

4. Please quote sleeping room rates for the NeRPA conference delegates (below):

   _______________ single   _______________ double   _______________ triple

   _______________ quad   _______________ suite

5. Hotel/motel will furnish complimentary rooms/suites for NeRPA staff or V.I.P.s each night of the conference.

   ________yes   ________no   How many________________

6. Please list below the current rate of each tax and gratuity applied to sleeping rooms charges and meal functions in your hotel/motel. _____________________

7. Will hotel/motel provide rooms for staff to attend conference planning meetings__________ room for ____________ nights?

8. Will you provide complimentary meeting rooms for conference planning board meeting prior to the conference?__________yes   ________no
9. Hotel/motel____ will (____ will not) supply____ room reservation cards to NeRPA at least 5 months prior to the conference at no charge to NeRPA.

10. Hotel/motel_____ does (____ does not) carry insurance protecting NeRPA, exhibitors and delegates.

11. In the space provided below, describe the availability of parking for delegates attending the NeRPA conference. Include cost (if any), location, capacity and availability of conference parking facilities.

______________________________________________

____________________________________________________________

____________________________________________________________

12. How many 8\(\times\) 10\(\times\) exhibits can be house in the conference exhibit hall?____

13. Floor capacity of the exhibit hall will hold a ______ lb. piece of equipment.

14. In the space provided below state the terms for usage of the exhibit hall. Include all costs if any and state specifically what is included with the costs.

____________________________________________________________

____________________________________________________________

15. Will NeRPA need to enlist the assistance of a decorator service to assist with the conference exhibits? ______________________________

16. Are exhibitors allowed to dispense food samples, soft drinks, etc., without charge or restriction? ________________________________

17. Is there drive-in access to the exhibit hall? ______________________________

18. Can the exhibit hall be completely locked and secured when not in use? ______

19. Can the hotel/motel furnish NeRPA with 20 tables (3\(\times\) 8\(\times\) free of charge for educational exhibits? ________ if not, please comment below

____________________________________________________________

____________________________________________________________

20. Is exhibit space located close to the meeting room area? ____________

21. Does a security firm have a contract with the exhibit hall? ______________
   Charges: __________

22. Does a drayage firm have a contract with the exhibit hall?_______________
   Charges: ______

23. Please discuss below (or attach) information regarding any union regulations, restrictions, or requirements that may impact upon our NeRPA conference

____________________________________________________________

____________________________________________________________

(83.)
24. In addition to the exhibit hall space quoted above, hotel/motel has the capacity to provide banquet seating for_______ people in a _______ arrangement.

25. In addition to the exhibit hall and the banquet facilities listed above, the hotel/motel has_______ rooms capable of comfortable seating a minimum of _______ delegates theater style for concurrent educational sessions.

26. Conference delegates operate their own audio-visual equipment at no charge?________

27. Is the NeRPA conference allowed to decorate function rooms using their own source of supply at no charge ________ and what help can the hotel/motel provide?

28. If additional A.V. equipment is needed, can hotel/motel supply needed equipment? ____________________________ If so please list all available equipment.

29. Is conference registration space and furniture provided at no charge? __________

30. NeRPA must provide hotel/motel with a meal guarantee_______ in advance of meal functions.

31. Public dining facilities capable of serving_______ people are located within the hotel/motel. List the names and seating capacity of each individual restaurant/cafeteria.

ACCESSIBILITY: The Nebraska Recreation and Park Association is interested in ensuring that the site selected for its annual conference have a high degree of accessibility for the handicapped members of our association. The degree of accessibility your hotel/motel presently exhibits along with your willingness to modify your facility for the future will have a significant effect upon our conference site selection.

32. Are parking spaces reserved for use by individuals with physical disabilities? ________________________________

33. Is at least one primary entrance usable for individuals in wheelchairs? _________

34. Are ADA ramps or elevators provided where there are stairs? ________________

35. Are all the elevators accessible and usable by physically disabled persons at all building levels used by the general public?___________________________

36. Is there at least one restroom accessible and usable by physically disabled persons at all building levels used by the general public?______________________________
37. Are the lower hand-operated water fountains provided for people in wheelchairs?

38. Are any of the bedrooms especially designed for wheelchair users?____________

39. Can furniture be moved to accommodate wheelchairs?_____________________

40. Are available restaurant areas accessible to persons in wheelchairs?________

41. Is the meeting space accessible to and usable by handicapped persons?_______

42. Are available lounge areas accessible to persons in wheelchairs?____________

43. Is there help available for those who need assistance in entering the building (doorman, porter)?__________________________________________________________

44. If not, is help available for those in need of assistance if arranged in advance?
_________________________________________________________________

45. Who can be called in advance for assistance?__________________________

Please complete the form and return it along with the following information.

1. A floor plan showing location, dimensions and capacities and facilities referred to in this form.
2. Sample menus and costs.
3. A list of all available recreation facilities contained within your property and costs.
4. Sample floor plans for exhibit hall.
5. The names, addresses, phone numbers, and contact person of several (2-3) groups similar in size to NeRPA that have held a conference in your hotel/motel within the past year.
6. A list of services provided free of charge by the local visitors bureau.
7. A list of any conference-related equipment and services that would be provided to NeRPA free of charge by your hotel/motel.

Please return your bid no later than _______________.
All information can be sent to ____________________
TECHNOLOGY COMMITTEE  
(Standing Committee)

I. Personnel:
   A. **Number:** No Minimum.
   B. **Term of Office:** One year.
   C. **Selection:** The President appoints the chairman who then selects committee members. The Website Administrator shall serve on this committee.

II. Purpose: The Technology Committee shall coordinate and disseminate information pertinent to Nebraska Recreation and Park Association and NRPA through all technological means.

III. Duties: The Technology Committee shall:
   A. Maintain the NeRPA Website.
   B. Attend all Administrative Council meeting.
   C. Submit a proposed budget.
   D. Submit an annual report.
   E. Maintain a permanent file of all committee activities.
   F. Oversee the use of all technology equipment (computer, printer, power point projector).
   G. Maintain all technology equipment.
I. Personnel:

A. Number: No Minimum.

B. Term of Office: One year.

C. Selection: The president appoints the National Hershey Track and Field Program State Representative.

II. Duties: The Hershey Track and Field Committee shall:

A. Attend all meetings of the Administrative Council.

B. Maintain a permanent file of all committee activities.

C. Submit a proposed budget.

D. Submit an annual report.

E. Send articles publicizing the Hershey Track and Field program to the RAP editor.

F. Encourage cities to hold a local Hershey Track and Field Meet.

G. Coordinate the State Hershey Track and Field Meet.

H. Provide chaperones for State Finalists attending the National Hershey Track and Field Meet.
STATE FARM FIRE AND CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS
P.O. Box 095627
Lincoln, NE 68501-2542

T-06-94B4-F185 F N

Policy Number 97-CM-4974-7

Policy Period Effective Date Expiration Date
12 Months AUG 1 2011 AUG 1 2012
The policy period begins and ends at 12:01 am standard

time at the premises location.

Agent and Mailing Address
MATT DOUGHERTY INS AGENCY INC
4644 DODGE ST
OMAHA NE 68132-3234
PHONE: (402) 884-2870
(402) 553-0518

Businessowners Policy

Automatic Renewal: If the policy period is shown as 12 months, this policy will be renewed automatically subject to the premiums, rules and
forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in
compliance with the policy provisions or as required by law.

Entity: NON PROFIT ORGANIZATION

NOTICE: Information concerning changes in your policy language is included. Please call your agent
if you have any questions.

POLICY PREMIUM
Minimum Premium
$ 350.00

Discounts Applied:
Renewal Year
Years in Business
Claim Record

Prepared
Y 18 2011
AMP-4000
008359 292
E 0K,1R

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Continued on Reverse Side of Page

Page 1 of 3
530 685 00 15 2008 (61628348)
DECLARATIONS (CONTINUED)

Businessowners Policy for CAUGHEY, MARK
Policy Number 97-CM-4874-7

This Policy does not provide any SECTION I - PROPERTY coverage.

SECTION II - LOCATION SCHEDULE

<table>
<thead>
<tr>
<th>Location Number</th>
<th>Location of Described Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>2740 A ST</td>
</tr>
<tr>
<td></td>
<td>LINCOLN NE 68502-3113</td>
</tr>
</tbody>
</table>

SECTION II - LIABILITY

COVERAGE

- Coverage L - Business Liability
  LIMIT OF INSURANCE $1,000,000

- Coverage M - Medical Expenses (Any One Person)
  LIMIT OF INSURANCE $5,000

- Damage To Premises Rented To You
  LIMIT OF INSURANCE $300,000

AGGREGATE LIMITS

- Products/Completed Operations Aggregate
  LIMIT OF INSURANCE $2,000,000

- General Aggregate
  LIMIT OF INSURANCE $2,000,000

Each paid claim for Liability Coverage reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Coverage Form and any attached endorsements.

Prepared
MAY 18 2011
CMP-4000
008359
RAP EDITOR
(Contract Position)

I. Personnel:
   A. Number: One.
   B. Term: One year.
   C. Selection: Hired by the Executive Board.

II. Purpose: The RAP Editor shall publish an informational and educational newsletter as a means of acquainting the membership with current and future events, news and job opportunities.

III. Duties: The RAP Editor shall:
   A. Publish the newsletter three times each year.
   B. Present the Board any recommended changes in format and cost production figures prior to making changes.
   C. Publish enough copies for every member of the Nebraska Recreation and Park Association, Inc.
   D. Work closely with the Exhibitor Coordinator and Membership/Directory Committee to solicit advertising revenues.
   E. Work closely with the Membership/Directory Committee chairperson to insure that the membership is receiving the publications.
   F. Distribute RAP within two weeks of its final printing.
   G. Attend all Administrative Council meetings.
   H. Keep a permanent file of all RAP Editor’s activities.
   I. Submit and annual report.
   J. Secure advertisements for the RAP and the Directory.
   K. Bill for advertisements placed in the RAP and the Directory; submit revenue to Treasurer.
   L. Generate expense form to pay RAP Editor ___% of total advertising revenue.
   M. Publish absentee ballot in the RAP.
   N. Recommend to the Executive Board, for approval, advertising rates.
IV. **Attachments:**

A. Advertising Rates

B. RAP Editor Contract
Amanda English, RAP Editor, will complete all duties necessary for publication of the Nebraska Recreation and Park Association newsletter from January 2015 to December of 2015. This includes but is not limited to soliciting information and advertisers, editing, bulk mailing and contracting for page layout and printing.

This contract will include three newsletters.

Amanda English will receive a stipend from the Association in the amount of $275.00 per issue totaling $825.00 per calendar year.
WEBSITE ADMINISTRATOR CONTRACT

__________, Website Administrator, will complete all duties necessary for updating and changing the Nebraska Recreation and Park Association website from May _____ to April of ______. This includes but is not limited to soliciting information and updating the NeRPA website as directed by the NeRPA Executive Board.

__________ will receive a stipend from the Association in the amount of $250.00 per year. It will be his responsibility to pay the annual web hosting and URL registration fees out of this stipend.

__________________________________________  ______________________
Website Administrator                  Date

__________________________________________  ______________________
NeRPA President                      Date
NeRPA FUND-RAISING POLICY

Fund-raising activities in any way sponsored by or affiliated with the Nebraska Recreation and Park Association, Inc. must meet the following criteria:

A. All fund-raising activities must be approved by the Executive Board.

B. The goal of all fund-raising activities shall be to make a profit for the Association.

C. Specifics concerning the distribution of collected revenues must be presented to the Executive Board for approval.

D. All advertisements or publicity must state where funds are to be allocated.

E. Funds collected will not be available for personal use.

F. All funds raised must be deposited with the Treasurer within 30 days following any activity.

G. A report on each fund-raising activity will be submitted to the Executive Board and RAP editor within 30 days following any activity.
NeRPA LIFE MEMBERSHIP POLICY

All Life Members of the Nebraska Recreation and Park Association will be registered for any of the Association’s workshops or conferences at no charge. They will be required to pay for meal costs included in the registration fee for these programs.
NeRPA PUBLICITY POLICY

All publicity whether written or audio-visual will bear the name, address, logo and website address of the Association. Any and all co-sponsors will be listed or related as such. All written publicity (excepting emergencies) should be sent to the RAP editor for review prior to release. All audio-visual publicity must be approved by the Executive Board.
NeRPA REFUND POLICY
(amended 12/17/09)

It shall be the policy of the Nebraska Recreation and Park Association that the following refund guidelines be utilized.

A. 100% of any registration paid for any workshop or conference may be refunded if an individual notifies the Association at least 7 days prior to the start of the workshop or conference that they will be unable to attend.

B. 50% of any registration paid for any workshop or conference may be refunded if an individual notifies the Association less than 7 days prior to the start of the workshop or conference that they will be unable to attend.

C. After a workshop or conference starts no refunds will be issued.
NeRPA TRAVEL POLICY

A. The Association shall establish a yearly budget, which will provide funding for the following:

1. President, President Elect, or their designated representative’s expenses for travel, lodging and registration to attend the NRPA Midyear Forum.

2. President, or their designated representative’s expenses for travel, lodging and registration to attend the NRPA Congress.

3. President and Midwest Regional Council Representative, or their designated representative’s expenses for travel, lodging and registration to attend the Midwest Professional Training Institute.

B. Funds will be expended if the individual’s employer does not provide funding for these activities. (The intent is that the individual would pursue funding for the activities through their employer first.)

C. Other travel for individuals representing the Association must be approved within the annual budget. All travel requests on behalf of NeRPA must have board approval prior to the event. There shall be no assumption of approval.

**Travel funded by NeRPA shall provide a direct benefit to the Association.**
NeRPA WEBSITE POLICY

A. Advertisers names can be included in news articles published on the web page but any link directly to their company will not be allowed at this time.

B. A professional member of NeRPA can request that the web site of the organization they work for, be linked to the NeRPA web site. Example: Perry Mader is a professional member; therefore he could request that the City of York Parks and Recreation web site be linked to NeRPA.

C. Any recognized affiliate of NeRPA can be linked to the NeRPA web site. The following are currently recognized affiliates: NAYS (National Alliance of Youth Sports), NRPA, Hershey Track and Field and Cornhusker State Games.
NeRPA technology equipment can be used by NeRPA members for presentations at State, Regional and National educational conferences and workshops that promote park resources or the advancement of recreation/leisure services. NeRPA sponsored events will be given priority use of this equipment. Please complete and return this form no later than 14 days prior to your requested date.

**Equipment Requested:** (Projector, Laptop Computer, Printer)

**Title of Program Holding/Attending:**

**Program’s Sponsoring Organization:**

**Date(s) of Program:**

**Location of Program:**

**Member Requesting Equipment:**

**Phone of Requesting Member:**

**Email of Requesting Member:**

**Name of person directly using Equipment:** (if not same as member requesting)

Please attach a copy of the program that lists the person using the equipment as a speaker.

**Dates Equipment will be Picked up and Returned to NeRPA:**

**Explanation of Use of equipment:** (please include objectives for the use of the equipment and how it relates to the mission of the NeRPA)

I, __________________________ understand that while the NeRPA equipment is under my possession it is my responsibility to return the equipment in the same condition as given to me. If damaged while in my possession it is my responsibility to pay for the damages. Normal wear and tear of the equipment will be taken into account when assessing weather or not the equipment was damaged. NeRPA will repair equipment and bill me accordingly.

**Member Signature** __________________________ (100.)
Approved:

Disapproved Reason:

Date:

Date Returned:

Condition of Equipment upon return:
1. This certification plan meets the minimum qualifications of the National Certification Board established by the NRPA. Individuals certified under this plan thus qualify for inclusion in the National Roster for Certified Recreation, Parks, and Leisure Service Personnel.

2. It is the policy of the National Recreation and Park Association (NRPA) that nothing with respect to race, creed, sex, age, disability, or national origin shall be used as a bar to entry or practice in the recreation, parks, and leisure service profession. A proactive action program to implement this policy shall be established.

3. The accompanying Plan adopted by Nebraska Recreation and Park Association (NeRPA) for the national certification of recreation, parks, and leisure service personnel in Nebraska by the Nebraska Recreation and Park Association (NeRPA) affords a means of attesting to the education and experience qualifications of personnel employed for compensation in recreation, parks, and leisure service, in public, quasi-public, and private employment. Membership in NeRPA shall not be a prerequisite for certification.

4. The purposes of this plan are: to establish national standards for certification in the recreation, parks, and leisure service profession; to provide recognition of individuals who have qualified; and to afford a guarantee that certified personnel have attained stated education and experience qualifications.
ARTICLE 1 ñ ADMINISTRATION

Section 1: The Plan

A. This plan for certification of recreation, park resources, and leisure service personnel in Nebraska shall be administered by an NeRPA Professional Certification Board appointed by the President and the Executive Board.

Section 2: Professional Certification Board.

A. The Professional Certification Board (PCB) will serve as the administrative and examining body for the plan. The PCB shall include a minimum of one CPRP who is a member of NeRPA. Each professional appointed shall have successfully completed not less than five years full-time experience in recreation, parks, or leisure services and shall be certified under a nationally recognized professional certification plan. This PCB may also include consumer representatives.

B. The PCB shall include one representative from each of the following areas, recreation, parks and therapeutic recreation. The NeRPA President will serve as an ex-officio member.

C. The PCB shall have the right to organize by electing its own officers and by establishing rules and procedures subject to the limitations of this plan. The officers shall be: Chairperson, Vice-Chairperson and Secretary/Registrar. The officers shall assume their duties following the annual educational institute.

D. The PCB shall appoint an individual from within its membership to evaluate all applications for certification using established procedures, criteria and interpretations.

Section 3: Terms of Office for Professional Certification Board (PCB) Members

A. The PCB members shall be appointed for three year overlapping terms. Each member shall serve until a successor is appointed. No member shall serve more than two consecutive terms. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.

Section 4: Meetings

A. The PCB shall meet at least once annually and at other such times and places as determined. A majority of the officers of the PCB shall constitute a quorum for the transaction of business.

(103.)
Section 5: Duties of the Professional Certification Board

The duties of the PCB shall be to:

A. Administer the National Certification Plan as adopted by the NeRPA.

B. Develop such procedures, forms and materials as may be necessary for the implementation of the plan.

C. Maintain a record of its meetings to include all applications for certification and the disposition of each.

D. Stimulate and conduct research relating to professional standards and ways of improving the plan.

E. Determine individuals eligible to sit for the Certified Park and Recreation Professional (CPRP) examination.

F. Administer a program for renewal of certification and re-certification.

G. Transmit annually and financial statement and a report of its activities to the NeRPA Executive Board, with a copy to be forwarded to the NRPA National Certification Board.

H. Publicize the plan by such means as may be deemed advisable.

I. Publish annually the individuals certified under the plan.

J. Evaluate candidates credentials for CPRP, PPRP, and APRP.

ARTICLE II CERTIFICATION PROCEDURES

Section 1: Eligibility

A. Any individual who meets the qualifications stated herinafter shall be eligible for certification under this plan without consideration of race, creed, sex, or disability, whether employed under public, quasi-public, or private auspices.

Section 2: Initial Application Procedures

A. Individuals will submit application to the PCB on notarized forms with the initial fee and official transcript of academic credits taken through the highest degree claimed. All requests for information and questions on the application must be answered. Additional professional information may be required by the PCB from appropriate sources. Applications will be received continuously.
Section 3: Requirements of Certification

A. The qualifications of each applicant shall be evaluated and acted upon within six months following receipt of the application. The standards of those classification levels shall be:

B. For the Certified Park and Recreation Professional (CPRP):

Those with this credential have qualified by achieving any one of the following combinations of education and experience:

1. A bachelor's degree from an NRPA/AALR accredited program verified by official transcript and successful completion of the CPRP Examination; OR

2. A bachelor's or higher degree from a regionally accredited education institution (without NRPA/AALR accreditation), verified by official transcript, with a major in recreation, park resources and leisure services and no less than two years of full-time experience in a recreation, park resources and leisure service position following the degree, and successful completion of the CPRP examination; OR

3. A bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources and leisure services and no less than five years of full-time experience in a recreation, park resources and leisure position following the degree, and successful completion of the CPRP examination.

C. For the Provisional Park and Recreation Professional (PPRP)

This level is for those who meet the educational qualifications but have insufficient experience to qualify for the CPRP level. It may be achieved by any of the following three combinations of education and experience:

1. A bachelor's degree from an NRPA/AALR accredited program verified by official transcript, with a major in recreation, park resources, and leisure services; OR

2. A bachelor's or higher degree from a regionally accredited education institution verified by official transcript, with a major in recreation, park resources, and leisure services; OR

3. A bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources and leisure services and no less than three years full time experience (following the degree) in a recreation, park resources and leisure service position.
PRPP is intended to be a temporary status which can only be used until a candidate has had an opportunity to sit for the CPRP Exam. If a candidate fails the exam, they may reapply for provisional status, but they may not remain in this status for more than three years after the date of their first application for certification.

D. For the Associate Park and Recreation Professional (APRP)

This level is for those with less than a four-year degree. It may be achieved by any of the following three combinations of education and experience:

1. An associate (two-year) degree from an accredited education institution verified by official transcript, with a major in recreation, park resources or leisure services and are working full time in the field; OR

2. An associate degree in any field from a regionally accredited education institution, verified by official transcript, and no less than two years of full-time experience (following the degree) in a recreation, park resources, or leisure service position; OR

3. A high school diploma or official equivalency certificate verified by official documentation and no less than four years of full-time experience (following the degree), in a recreation, park resources or leisure service position.

An associate must seek CPRP status should they complete the necessary education and experiences requirements. Those professionals who are qualified for CPRP or PPRP may not remain in a APRP status.

H. Examinations

In order to be recognized as a CPRP the applicant must pass the National CPRP examination.

Section 4: Special Certification Procedures

A. Transfers

A person may not transfer out of a State that has a model plan into the Direct National Certification (DNC) Program unless they are a military or federal employee. A transfer from one National Certification Board (NCB) approved certification program to the NeRPA approved certification program may occur automatically without examination if the following conditions are met:
1. Currently certified.

2. Identical standards at the same classification level for which transfer is sought.

3. Payment of appropriate transfer fee.

B. Change of Classification

Certified personnel who are qualified and wish to change to a higher classification will make application to the PCB accompanied by Transcript of Credits beyond those already on file and/or provide proof of additional full-time experience in a recreation, park resources, or leisure service position. Applications shall be acted on by the Board within six months. The CPRP Examination must be passed where specified.

Section 5: Unusual Circumstances

Any person may petition the PCB for the purpose of attaining certification in any classification level on the basis of circumstances not contained in the plan. The PCB shall receive and act on such petition at the next scheduled meeting. In all cases the Board shall offer the petitioner an opportunity to be heard personally, to have witnesses, and to submit substantiating material. The Board shall act upon each petition individually. If the petition is denied the decision may be appealed in accordance with Section 9.

Section 6: Renewal of Certification

A. As evidence of continued professional development, renewal of certification shall be required and shall be contingent upon completion of at least 20 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. This requirement shall be fulfilled by one or more of the following methods:

1. Two (2) Continuing Education Units (CEUs). and/or

2. Successfully completed academic work from an NRPA/AALR accredited or regionally accredited college/university and/or

3. Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must petition their State PCB in advance of the experience or no more than 30 days following the experience, providing full content information in order to receive appropriate CEU equivalency.

B. This continuing professional development requirement may be fulfilled by any combination of the above but must be completed within each 24 month period from the date of initial certification or renewal of certification.
C. For ease of administration, the above alternatives will be equated to CEUs (total classroom hours verified divided by 10). This method will provide a common basis for comparison for all alternatives and allow them to be combined to meet minimum renewal/re-certification requirements.

D. PPRPs have the same professional development requirements as those professionals who are CPRPs or APRPs.

E. Renewal notices will be sent to all individuals due for renewal of certification, at least sixty (60) days prior to the renewal date, by the State PCB. Renewal of certification application, fees, and documentation must be submitted within ninety (90) days following the renewal date to the State PCB. Failure to do so will result in withdrawal of certification (See Article II ŷ Section 8).

Section 7: Re-certification

A. Certification will be withdrawn if the applicant fails to meet the renewal requirements as set out in ARTICLE II ŷ Section 6E. If certification is withdrawn, eligibility for applying for re-certification is contingent upon acquiring one (1) CEU or CEU equivalent for every year or fraction thereof up to five years since the lapse of certification. After a two (2) year lapse in certification, the applicant must meet all standards in place at the time of re-application for CPRP or APRP whichever is appropriate.

Section 8: Denial or Withdrawal of Certification

A. Certification will be withdrawn if the applicant fails to meet the necessary renewal of certification requirements as set out in ARTICLE II, Section 6E.

B. Certification may be denied by the PCB when any applicant does not meet the qualifications, if found guilty of conduct deemed detrimental to the profession, or when there is a misrepresentation of facts in connection with the application. In all such cases, the PCB shall notify the individual in writing of denial of certification and the reasons therefore, and shall provide an opportunity for appeal.

C. Certification may be withdrawn by the PCB upon receiving written notification by the Executive Board of NeRPA that the accused has been guilty of conduct deemed detrimental to the profession. In all such cases, the PCB shall notify the individual in writing of the withdrawal of certification and the reasons therefore, and shall provide opportunity for appeal.

Section 9: Appeals

A. An applicant may appeal any decision by the PCB. The initial appeal must be in writing and shall be made directly to the PCB. The PCB will act promptly to resolve the appeal rendering its decision in writing.

(108.)
B. If the written decision of the PCB is not satisfactory to the applicant, the applicant may appeal in writing to the Executive Board of NeRPA. The Executive Board shall thereupon appoint an appeals panel that shall be comparable in qualifications and numbers to the Professional Certification Board. Decisions of the appeals panel shall be final.

Section 10: Certifications

A. A certificate bearing the classification level for which the applicant has qualified shall be issued upon certification. Re-validation of certification shall be issued upon satisfactory completion of continuing professional development requirements.

B. The following designations are recognized by NeRPA:
   CPRP: Certified Park and Recreation Professional
   APRP: Associate Park and Recreation Professional
   PPRP: Provisional Park and Recreation Professional

ARTICLE III FINANCIAL MANAGEMENT

Section 1: Fees

A. The PCB shall establish fees with the approval of the NeRPA Executive Board for:

<table>
<thead>
<tr>
<th></th>
<th>NeRPA Member</th>
<th>Non Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Initial application</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>2) Certification Renewal (each 2 years)</td>
<td>$30.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>3) Transfer</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>4) Change of Classification</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>5) Reinstatement of Certification</td>
<td>$40.00</td>
<td>$50.00</td>
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</tbody>
</table>

B. Applications not approved by the PCB shall be returned with transcript and fee, less $5.00 for Board Administrative Costs.

C. NeRPA shall pay a fee to the NRPA National Certification Board for each initial, renewal of certification, and re-certification received.

Section 2: Receipts and Reporting

A. All receipts from this plan shall be deposited in accordance with procedures established by the PCB or NeRPA Executive Board.
ARTICLE IV ñ AMENDMENTS

Section 1: Amendments

A. Any changes in this plan shall not affect certificates which have already been granted by the PCB. Such changes shall be recommended by the PCB to the NeRPA Executive Board for approval. The PCB may amend this plan at its own discretion with concurrence by the NRPA National Certification Board.

B. This plan does not provide for any person to be recognized as a Therapeutic Recreation Specialist. Therapeutic Recreation personnel are to be certified by the National Council for Therapeutic Recreation Certification (NCTRC).

Definitions:

A. Accreditation:

The process by which any agency of organization evaluates and recognizes a program of study or institution as meeting certain predetermined qualifications or standards.

1. NRPA/AALR accredited: Recreation, park resources and leisure services baccalaureate degree programs accredited by the Council of Accreditation sponsored by the National Recreation and Park Association cooperation with the American Association for Leisure and Recreation.

2. Regionally accredited educational institution: An institution of higher education accredited by a Council on Post Secondary Accreditation (COPA) regional accrediting agency.

B. Certification:

The process by which a non-governmental agency or association grants recognition to an individual who has met certain predetermined qualifications specified by that agency or association. For the purpose of this plan, certification encompasses the "Model Certification Plan for Recreation, Park Resources, and Leisure Service Personnel" established by the NRPA National Certification Board.

C. CPRP Examination:

The national examination for Certified Park and Recreation Professionals administered by the NRPA National Certification Board.

(110.)
D.  Full-Time experience/employment:

Shall be defined by the following characteristics:

1. 30 hours or more per week employment in a recreation, park resources, or leisure service position; and

2. primary source of income; and

3. cumulative experience requirement met within twice the time (i.e., accumulate time for a two (2) year experience requirement must be met within a four (4) year period maximum); and

4. experience is applicable only after receipt of the degree or diploma.

E.  Internal Association for Continuing Education and Training (IACET):

Standard guidelines by which continuing education units are established and granted.

F.  Re-certification:

The process of becoming certified again in the NRPA Model Certification Plan after previous certification has lapsed or been withdrawn.

I.  Renewal of Certification:

The process of maintaining certification.