

**WOMEN IN LEISURE SERVICES**  
**Chi Kappa Rho-Gamma**

**BYLAWS**

**ARTICLE I**

**Board of Directors**

- Section 1. The Board of Directors shall consist of the following positions with voting rights: President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President, National Board Delegate, and Committee Coordinator.
- Section 2. The President shall be the chief executive officer of the organization and shall, in general, be subject to the control of the Board of Directors; supervise and control all of the business and affairs of the organization including the oversight of the board functions and actions. The President shall preside at all meetings of the organization and perform all duties pertaining to that office; appoint committee chairpersons, act as ex-officio member of all committees except nominations and present Life Memberships.
- Section 3. The First Vice President shall serve as President-Elect; perform all duties of the President in the absence of the President; and serve as Board liaison for programs which are primarily educational.
- Section 4. The Second Vice President shall serve as Membership Chairperson; prepare, distribute and review application forms and update membership directory.
- Section 5. The Secretary shall record and distribute the minutes of all Board of Directors meetings and the Annual Business Meeting; be responsible for all communication with the membership and maintaining the membership list.
- Section 6. The Treasurer shall receive and disburse all funds of the organization, subject to review of the Board of Directors, prepare invoices; electronically submit a written monthly statement of receipts and disbursements and complete bank statements, at least three days prior to the meeting; and assist the Finance Chair in preparing the mid-year (in January) and year-end (in June) reports.
- Section 7. The Immediate Past President shall serve as the Parliamentarian and recruit corporate sponsors for the Chapter.

- Section 8. The National Board Delegate shall attend all National Board meetings, representing Gamma Chapter.
- Section 9. The Committee Coordinator shall serve as board liaison for Chapter social programs.
- Section 10. Board members are required to attend monthly board meetings. If a board member is unable to attend, their written monthly report must be submitted electronically at least three days prior to the meeting and presented by proxy at the meeting. In the event of an unplanned absence, the President must be notified as soon as possible, and the written monthly report must be submitted within one week of the meeting.
- Section 11. Board members missing more than two meetings without submitting their written monthly report within the designated time stated in Section 10 may be replaced after review and two-thirds (2/3) vote of the Board of Directors.
- Section 12. Board members missing more than three meetings, regardless of the submission of the timely written monthly report may be replaced after review and two-thirds (2/3) vote of the Board of Directors.
- Section 13. Any Director may resign at any time by giving written notice to the Board of Directors or to the President or Secretary of the organization. Any such resignation shall take effect on the date of receipt of such notice or any later time specified therein. Unless otherwise specified therein, the acceptance of the resignation by the Board of the Directors shall not be necessary to make it effective.

## **ARTICLE II**

### **Election of Officers**

- Section 1. All officers shall be elected via mail or electronic election service by April 10th; ballots shall be mailed by March 15; officers shall be installed in May.
- Section 2. No member shall be eligible for the same office more than twice in succession. Filling an unexpired term for less than six (6) months shall, in this regard, not be considered a term in office.
- Section 3. The presidential series shall be a three (3) year term beginning with the First Vice President; ascending to President; and concluding with Past President. In the event that the First Vice President (President-Elect) is unable to assume the office of President, nominees for this office must have had Board of Directors experience in Women in Leisure Services.

- Section 4. Nominees for First Vice President must have had Board of Directors experience and chairperson responsibility in Women in Leisure Services.
- Section 5. The National Board Delegate, who serves a two (2) year term, shall be a past President of Gamma Chapter. In the event that a Past President is unable to assume the office of National Board Delegate, nominees for this office shall have a minimum of three (3) years Board of Directors experience in Women in Leisure Services.
- Section 6. The President shall appoint an active member to fill the unexpired term, should an office become vacant for any reason, subject to approval of the Board of Directors.
- Section 7. The President shall appoint a Committee Coordinator to the Board of Directors.
- Section 8. The term of office shall be June 1 – May 31. Newly elected Board members shall attend a June transitional Board meeting.
- Section 9. In the event of multiple write in candidates for the same position, the candidate with the most votes will be awarded the position. In the event of a tie, a special election will take place.

### **ARTICLE III Membership**

#### Section 1. Categories of Membership:

- (a) Categories of Membership shall include Active, Life, Associate, Post Professional, and Friend of Gamma. Qualifications shall remain in accordance with National Bylaws, Article III, Section 3.01.00
- (b) Active Members shall be those employed on a full or permanent part-time year-round basis, in the field of recreation services or related field (private, commercial or governmental). Active Members are extended full voting privileges and have the right to hold Chapter and/or National office.
- (c) Life Members shall be Active Members who are retired from the profession and were an Active Member of the Corporation for a minimum of fifteen (15) years and are no longer employed in the profession of recreation services. Life members retain Active Membership status and are exempt from paying dues.
- (d) Associate Members shall be those who are preparing to enter the field of recreation services, or who are engaging in the profession of recreation

services and are not yet eligible for Active Membership status. Membership status does not include the right to vote or hold Chapter and/or National office.

- (e) Post-professional Members shall be an active member of the organization who leaves the field and desires to retain membership, and may do so with full rights, privileges, and responsibilities of active membership, including the right to vote, hold Chapter and/or National office.
- (f) Friend of Gamma Members shall be any individual wishing to support the Chapter. This membership shall not be affiliated with the National Organization. Membership status does not include the right to vote or hold Chapter and/or National office.

#### Section 2. Application for Membership:

- (a) Membership shall be open to professionals who meet the membership criteria of Gamma Chapter.
- (b) Membership shall be by personal application.
- (c) Application for membership must be accompanied by dues payment and submitted to the Second Vice President (Membership Chairperson).
- (d) The Second Vice President shall present membership applications for eligible candidates to the Board of Directors at any Board meeting throughout the year. Acceptance of eligible applications entitles new members to all privileges of their category of membership.
- (e) The new member will be formally introduced by the Second Vice President at a Chapter event following the Board of Directors meeting where the application was accepted.

#### Section 3. Resignation and Reinstatement:

- (a) Resignation from membership shall be made in writing to the Secretary. A member may resign and be eligible for reinstatement upon payment of dues.
- (b) Any member delinquent in dues shall be notified in writing that their membership has expired. A late fee will be assessed for membership renewals received after the membership renewal deadline.

#### Section 4. Termination of Membership

- (a) By two-thirds (2/3) majority vote of the Board of Directors, an active member may be removed from membership for conduct unbecoming of a Women in Leisure Services member, including violation of these Bylaws and the Policy Manual.

### **ARTICLE IV Finance**

- Section 1. The fiscal year shall be designated as June 1 through May 31.
- Section 2. Membership dues of the Chapter shall be determined and reviewed on an annual basis by the Board of Directors. Any action affecting the membership dues must receive a two-thirds (2/3) majority vote of the Board of Directors.
- Section 3. All chapter funds shall be used solely for Women in Leisure Services business, either chapter or national, in accordance to an approved budget, or an unexpected expenditure subject to a two-thirds (2/3) majority vote of the Board of Directors.

### **ARTICLE V Committees**

- Section 1. Following are the standing Committees of the Chapter: Awards, Bylaws, Finance, and Nominations and Elections, and Publicity. Committee duties are specified in the Policy Manual.
- Section 2. Committee liaisons shall be appointed by the President.
- Section 3. Other Committees may be established as needed.

### **ARTICLE VI Amending the Bylaws**

- Section 1. These Bylaws may be amended, adopted, or appealed in the following manner:
  - (a) By a simple majority vote, completed by mail or electronically, with ballots sent in writing to the general membership two (2) weeks prior to voting.
  - (b) A verbal vote by a simple majority of the general membership present at a meeting providing a twenty-one (21) day notification is sent in writing to every member eligible to vote indicating that such a vote will be taken at the meeting.

- (c) By a two-thirds (2/3) vote of the Board of Directors present at a Board meeting, provided that written notice of proposed amendments stating existing Bylaws and proposed changes be given to the membership not less than thirty (30) days in advance. However, proposed amendments shall not be adopted by the Board if individual written protests are received from three (3) or more members entitled to vote during the thirty (30) day notice period.
- Section 2. In the event of protest of proposed amendments by the specified number of qualified voters of the Chapter, the Board of Directors shall call for a vote of the general membership on the proposed amendments and a majority vote shall be necessary to enact proposed amendments. The Board of Directors must ratify results of the vote.
- Section 3. All letters of protest concerning proposed amendments must be addressed to the Bylaws Chairperson. The Bylaws Chairperson shall receive, record, and report to the Bylaws Committee the tabulations of the received protests. The Bylaws Committee is responsible for presenting a full report to the Board of Directors for its consideration and action.
- Section 4. The amended Bylaws will become effective immediately unless stated otherwise by the Board of Directors.

## **ARTICLE VII**

### **Parliamentary Authority**

- Section 1. “Robert’s Rules of Order,” shall be the parliamentary authority on all matters not covered by the Articles of Incorporation and Bylaws of the organization.
- Section 2. Meetings shall follow the prescribed procedures as contained in “Robert’s Rules of Order.”

## **ARTICLE VIII**

### **Meetings**

- Section 1. There shall be at least six (6) business meetings and/or programs for the general membership held during the organizational year.
- Section 2. The Board of Directors shall meet a minimum of eight (8) times during the organizational year.
- Section 3. Special meetings may be called by the President with the majority approval of the Board of Directors.

**ARTICLE IX**  
**Quorum**

- Section 1. For all scheduled Board of Director's meetings, a quorum will consist of a simple majority of the total Board positions.
- Section 2. Decisions of the Chapter shall be made by a majority of the members voting when a quorum is present.