

November 2009

# **OKLAHOMA**

*Recreation & Park Society*

## **OPERATING CODE**

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## OPERATING CODE Foreword

Realizing that there must be standardization and continuity of the functions of the Oklahoma Recreation and Park Society, this operating code of procedures is being suggested. This should help elected officers and committee chairpersons to evaluate their assigned duties and responsibilities. This code is intended as a guide only, and must be subject to constant revision in order to better serve the needs of those who will be using it.

### To Retiring Officers and Committee Chairpersons

In order to assist your replacement in quickly grasping the duties of his or her office, and to assure a measure of continuity, we suggest:

1. That office and committee reports be presented at the end of the term Board of Directors meeting (typed-12 copies).
  - a. Reports: All officers and committee chairpersons shall submit an end of the year report to the President, at the date requested by the ORPS President.
  - b. All officers and committee chairpersons shall submit a written report to the President fourteen (14) days prior to each Board meeting. This report should be distributed with the meeting agenda.
2. Files: That you submit your files and suggestions to your successor at the Transition Board Meeting, held at the Annual Conference, and give him or her all the information possible about the job and future work of the Society. This should assist in immediate action on working projects and give direction on work required for the upcoming year.

## DUTIES OF OFFICERS

### PRESIDENT

The President shall perform the usual duties of such office. He or she shall appoint all standing and special committees chairpersons. He or she shall represent the society at all functions requiring such representation. If the President is unable to attend, he or she shall offer his or her proxy. The President shall serve as ex-officio member of all committees of the society, including standing and special committees.

### PRESIDENT-ELECT

The President-elect shall assist the President in directing the affairs of the society, and he or she shall act in absence of the President. The President-elect will automatically move into the office of President at the second annual meeting following his or her election. He or she shall serve as the chairperson of the Conference Planning Committee. He or she shall: attend the Society Board meetings and has voting privileges at Board meetings; file monthly written reports with the President;

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and serve as Sergeant at Arms. Should the President be unable to complete his or her term of office, the President-elect shall move into the office of President to serve out the un-expired term and continue as President through the regular term to which he or she has been elected.

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President shall serve on the Board of Directors and offer his or her experience and knowledge in this capacity. He or she shall do such committee work as shall be designated by the President. He or she shall serve as chairperson of the Constitution & By-laws, and Nominating Committees. He or she shall attend the Society Board meetings and has voting privileges at Board meetings.

### **SECRETARY**

The Secretary shall keep a record of the proceedings of the society. He or she will conduct such correspondence and give such services, as the society shall require. He or she shall see that notices of all Board meetings are distributed two weeks prior to said meeting. The Secretary shall assist with ORPS publications by gathering reports from the Vice Presidents and committee chairs for the magazine and newsletter. The Secretary shall perform such other duties as referred by the President. He or she shall attend the Society Board meetings and has voting privileges. He or she shall send Board meeting minutes out two (2) weeks following the meeting along with any attachments distributed at the meeting. The Secretary shall serve as chairperson for the elections committee.

### **BOARD OF TRUSTEES**

The Trustees, together with the President, President-elect, Immediate Past President and the Secretary shall constitute the Board of Trustees of the Oklahoma Recreation and Park Society.

### **TRUSTEES**

Consist of three (3) members elected to serve on a staggered three (3) year term, with one (1) member being replaced each year. The Trustees shall attend the Society Board meetings and have voting privileges. The Trustees shall serve as liaisons to committees as appointed by the President. The Senior Trustee shall fill the vacant position of a CPRP officer in the event a candidate cannot be secured, until such time as the position is filled.

### **VICE PRESIDENTS**

It shall be the duty of the Vice Presidents to serve as chairpersons for their respective sections. All Vice Presidents shall work with the annual conference coordinator in the formation of the conference workshop programs, contacting speakers and coordinating room hosts. They shall also be responsible for coordinating at least one (1) special workshop throughout the year. They will work with the professional development chairperson for CEU approval of their workshop. CEU approval should be

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secured at least four (4) weeks prior to the workshop date. The Vice Presidents shall make regular reports to the publications office (ORPS office) for the magazine and newsletter. The five (5) Vice Presidents shall assist the membership committee in their respective sections; attend the Society Board meetings and have voting privileges. The Vice Presidents shall be responsible for organizing and submitting input, ideas, trends, helpful ideas, etc to the Public Awareness chairperson in charge of maintaining and updating the ORPS Web Site. The Student Vice President will serve as an ex-officio member of the Board of Directors.

### EXECUTIVE DIRECTOR

The Executive Director shall assist the President and the Secretary in directing the affairs of the society. The Executive Director will maintain a comprehensive record of all receipts and expenditures; and present a financial statement at each called Board meeting; and, be responsible for correspondence and maintenance of the records in the home office; and, as nearly as possible, work with all officers, committee chairpersons, and committees in performing their duties toward the betterment of the Oklahoma Recreation and Park Society. He or she shall assist with the publications, membership retention, special projects and audit; and, represent the society as directed by the President.

## Duties of the Board of Directors

### PURPOSE

The Board of Directors shall be the governing body of the society and shall have full power to act on such matters in the name of the Oklahoma Recreation & Park Society.

### FUNCTION

1. The Board of Directors shall be empowered to vote and transact the business of the society by correspondence if necessary.
2. The Board of Directors shall meet formally at least four (4) times during the year with the final meeting being held at the state conference site.
3. Expenditures of the Oklahoma Recreation & Park Society shall be authorized by the Board of Directors, in general terms, by the adoption of a budget at the start of the fiscal year. The President shall have the authority to make budgetary changes of sums up to \$250.00.
4. The Board of Directors shall act on any matter referred to it, or on any new matter that it may deem necessary and proper. The Board shall report its recommendations to the membership at the annual meeting.

## STANDING COMMITTEES

Definition of Standing Committees:

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Standing committees are those committees deemed by the Board of Directors to add strength and continuity to the society. Standing committees are usually maintained from one year to the next. These are:

- Constitution & By-Laws – Immediate Past President, Chair
- Membership -
- Legislative -
- Public Awareness -
- Publications – Executive Director, Editor
- Professional Development -
- Sports & Recreation -
- Honors, Awards & Citations -
- Nominations – Immediate Past President, Chair
- Elections – Secretary, Chair
- Conference Planning – President-elect, Chair
- Ways & Means -
- State Liaison -
- Hershey's Track & Field -
- Youth Sports -
- Aquatics -

### CONSTITUTION, BY-LAWS & OPERATING CODE COMMITTEE

The Immediate Past President shall serve as the chairperson of this committee. The committee shall be made up of the Trustees. The chair may add members or consultants, as the committee deems necessary.

It shall be the duty of this committee to assure that the constitution, by-laws and operating code provide the best possible framework within which the aims and objectives of the society can be achieved; and, that the constitution, by-laws and operating code are kept current. All recommendations for changes in the constitution, by-laws and operating code should be made to this committee which will then refer such proposals to the Board or general membership, or both if needed. The committee chair shall serve as parliamentarian. The parliamentarian shall record and keep current all changes as passed by the Board or general membership. Following the annual state conference, a copy of the current constitution, by-laws and operating code shall be given to each Board member before the first meeting of the new Board, following the annual state conference.

Amendments to the constitution shall be by a vote of the active membership at the annual conference. A copy of all amendments shall be filed with the Secretary and Executive Director at least sixty (60) days prior to the annual conference. Amendments listing the changes shall be mailed to each qualified voting member at least fifteen (15) days prior to the conference. Two-thirds (2/3) of the ballots cast must favor an amendment before it shall be ratified.

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The Board of Directors may amend the By-Laws by a two-thirds (2/3)-majority vote at any meeting of the Board of Directors. If twenty percent (20%) of the members object to the proposed amendment in writing prior to the consideration date, the amendment shall be submitted to the membership for referendum.

The operating code must be continually evaluated and revised so that the duties of officers and committees are kept up to date and that continuity may be maintained from year to year.

### MEMBERSHIP COMMITTEE

The President shall appoint the chairperson of this committee and the chair shall secure members to accomplish the goals of the committee. Four (4) or more committee members shall be appointed. Each committee member should represent one of the major geographic areas of the state.

The goal of the committee shall be to contact as many prospective members as possible and to encourage them to obtain ORPS membership and attend the annual state conference. The state should be divided into four (4) districts utilizing the two (2) interstate systems as dividing lines. Committee members shall coordinate mailings and make contacts within their respective districts. Each coordinator shall write a letter to whomever they desire to contact explaining the purpose and objectives of the society and why they are being contacted. Membership applications and publicity brochures for each individual should be included in the mailing. Any and all informational materials to be distributed shall be approved by the Board of Directors prior to being distributed to groups, organizations, prospective members, etc.

Renewal membership and applications for membership in the society from members of reciprocating state societies will be accepted by the Secretary and submitted to the Board of Directors, if accompanied by proper application and one (1) year's dues.

The ORPS publications office and the editor of the magazine should be supplied with all available materials pertaining to society membership recruiting and should be pressed to include, as often as possible, such information that would be of interest to the general membership of the society. Wider distribution of the magazine to prospective members should be encouraged as a means not only of stimulating membership application to the society, but also to increase the awareness of recreation and parks in the state of Oklahoma.

The Vice Presidents shall supply the committee with mailing lists of potential members in their respective fields. This committee shall coordinate with the NRPA state membership chairperson.

### NRPA State and Regional Membership Coordination

The chairperson of the state Membership Committee is automatically appointed to the NRPA membership development committee for one (1) year.

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The state President appoints a state NRPA chairperson who should divide the state into geographic areas and appoint someone in each area to make contacts.

The state ORPS membership chairperson receives the society's membership roster. The state NRPA membership chairperson receives the NRPA membership printout. These lists should be compared regularly and membership solicitations made to persons who are on one but not both of the lists. Delinquent NRPA members should be contacted and invited to renew their membership.

Each committee member should list all the cities, towns, etc., within his or her area, which do not appear on the NRPA membership printout, and contact them inviting them to consider membership. Personal calls and/or letters soliciting membership should be made to those non-member cities and towns. Each committee member should survey all parks and recreation departments within his or her area to determine the number of staff members in each department. This, along with the city and town information, establishes the potential number of new ORPS and NRPA members in the state.

### OKLAHOMA PROFESSIONAL CERTIFICATION BOARD

The Oklahoma Professional Certification Board (OPCB) will serve as the state affiliate agency assigned to work with the NRPA National Certification Board (NCB) and to manage additional recognition of professionals in Oklahoma. The OPCB shall operate within the guidelines of its plan as approved by the ORPS Board of Directors.

### LEGISLATIVE COMMITTEE

The President shall appoint the chairperson of this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. Representation on this committee shall consist of one member of each of the sections including; Parks, Recreation, Special Populations, Administrative, and two (2) members representing Citizen/Board membership.

Members of this committee should have the following qualifications:

1. Some understanding of the legislative aspects of recreation and park work.
2. A broad knowledge of the recreation and park fields and trends of the times.
3. An understanding of legislative procedure and techniques, both state and national.
4. A willingness to take a strong and vigorous stand on legislative principles as they affect the recreation and/or park movement.

This committee is to deal with all legislation relating to the recreation and park movement as it affects the society or the recreation profession, and handle such legislative procedures and policies as authorized by the Board of Directors.

In addition to carrying out the mandates of the society, this committee shall keep abreast of both the federal and state legislation affecting the recreation and park movement.

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### PUBLIC AWARENESS COMMITTEE

The President shall appoint the chairperson of this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. The duties of this committee shall be as follows: To enhance the relationship between public, quasi-public, private agencies and the general public to promote a better understanding of recreation and park work and the professional personnel; to arrange for publication of news concerning the society, awards and its various divisions in the media; to assist with the operation of the ORPS booth at various functions; and to design promotional material for distribution. The committee shall be responsible for maintaining the ORPS web site and keeping it current.

This committee may be involved in other promotions such as coloring and photo contests, merchandise, etc., or any area the President deems necessary. The committee shall network closely with any and all other committees it deems appropriate, such as the ways and means committee, legislative, membership, publications, etc.

### PUBLICATIONS COMMITTEE

The President shall appoint a chairperson to the magazine committee and the chair shall secure as many members deemed necessary to accomplish the goals of the committee. The duties of the committee shall be to assist the editor (Executive Director) in publishing the magazine and newsletter for general distribution to membership of the society. News shall be collected from across the state. This committee should work closely with the public awareness committee.

The magazine &/or newsletter shall be published no less than 6 times per year in the format and time frame deemed necessary and pertinent by the editor.

The Secretary is responsible for assisting the editor in gathering news articles. An attempt should be made to have a news contact person in each of the state's parks and recreation departments for the purpose of securing information for the magazine.

The magazine committee is responsible for gathering news, stories, and articles from society members, NRPA, special interest groups, local departments and other states, which are of interest to society members and which pertain to the profession.

The Vice Presidents shall serve on this committee and shall assist the editor by securing articles from their sections for feature issues.

### PROFESSIONAL DEVELOPMENT COMMITTEE

The President shall appoint the chairperson of this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. The term of office for each committee member shall be one year. However, members may be re-appointed each year.

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The professional development committee is responsible for reviewing all proposed continuing education unit (CEU) workshops, seminars and conference sessions for approval and recommendation for OSU sanctioning. The chairperson of the professional development committee shall provide the OSU coordinator with the recommendation programs for CEU's. This information shall be submitted to the OSU coordinator a minimum of four (4) weeks prior to the advertisement of any workshop conference if CEU credit is included. This committee is also responsible for supporting ORPS members in scheduling a series of institutes, workshops and visitation for professional development.

### SPORTS AND RECREATION COMMITTEE

The President shall appoint the chairperson of this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. The term of office for each committee member shall be one year. However, members may be re-appointed each year.

The duties of the committee shall be:

1. To promote and maintain higher standards of athletic competition and sportsmanship in Oklahoma.
2. To establish a communication network for sports interest in the State of Oklahoma in order to provide seasonal calendars and monthly update.
3. To develop a resource of sports regulations for individuals, associations and agencies.
4. To promote and coordinate better training and guidance for athletic coaches, game officials and recreation professionals.
5. To promote recognition of recreational sports.
6. To improve and expand athletic participation.
7. To provide athletic and professional interaction support.
8. To support and assist with Hershey and any athletic type programs sponsored by the Society.

### HONORS, AWARDS AND CITATIONS COMMITTEE

The purpose of the Honors, Awards and Citations Committee shall be as follows: to advise members of ORPS about the qualification for awards; to solicit and accept names with biographical data of candidates; to review biographical data of candidates; to make final selections; to secure awards and present them at the annual conference; to study and recommend to the Board of Directors any changes in the Awards Program.

The President shall appoint the chairperson of the Honors, Awards and Citations Committee. The committee should be composed of three (3) active professional members as follows: One member for a three (3) year term; one member for a two (2) year term; and one member for a one (1) year term. Each year thereafter, one new member shall be appointed by the Chairperson to fill the retiring member's vacancy.

Resignation from the committee must be submitted in writing. The Chairperson shall fill vacancies for the remainder of the term.

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This committee is responsible for distributing the award information two months prior to the annual conference. The deadline for award nominations is approximately one (1) month prior to the annual conference.

The committee shall revise the nomination form as necessary on order that it will apply to all award categories.

### NOMINATING COMMITTEE

The Chairperson of the Nominating Committee shall be the Immediate Past-President. The Past President shall appoint seven (7) members to serve on the Nominating committee. One member from each of the five affiliations: Recreation, Parks, Special Populations, Administration and Citizen/Board, shall be represented on the committee. The additional two (2) members shall be members of the Society in good standing and have never held an elective office on the Board of Directors.

This committee shall select and present a slate of officers as provided in the By-laws.

1. Select two (2) nominees for each elective office and report the slate to the Board of Directors for approval.
2. The President-elect and the Trustee candidates must have Certified Park and Recreation professional (CPRP), Certified Therapeutic Recreation Specialist (CTRS) or other certifications or recognitions which meet the following criteria: (1) continuing education is required for renewal; and (2) certification or recognition is relevant to the park and recreation field (e.g., CPSI and ORPA). The Vice President–Elect candidates must be either, Certified Park and Recreation Professionals, Oklahoma Recreation and Park Associates, or voting members, and must be members of the section for which they are nominated.
3. Poll the membership for names of additional candidates for elective positions.
4. The Chairperson of the nominating Committee shall notify all candidates of their selection and secure their consent, in writing, to run for office.
5. The chairperson shall ensure that all prospective candidates for office are made aware of the duties, responsibilities and obligations associated with the office being sought, prior to the candidates being placed on the ballot.

### ELECTION COMMITTEE

The President shall appoint the current Board Secretary as the chairperson, who shall secure at least three (3) active members to serve on the Election Committee. No member of the Nominating committee will be eligible to serve on the Election Committee.

The committee shall serve as judges in the annual election of officers and directors of the Society and shall meet at least one month prior to the annual conference to count the ballots.

Balloting Procedure:

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Ballots will be mailed to all current membership with classification as follows: Certified Park and Recreation Professional, Oklahoma Recreation and Park Associates, members and honorary.

The Election committee will count all ballots, recount for accuracy, record results and notify all candidates, by mail, of the results. A copy of the results will be sent to the ORPS President and Executive Director. The ballots will remain on file in the ORPS office until the annual conference.

### CONFERENCE PLANNING COMMITTEE

The President-elect shall act as chairperson of this committee and shall secure enough members deemed necessary to accomplish the goals of the committee and will include the Vice Presidents. The Vice Presidents will be responsible for the development of workshop programs for their divisions at the annual conference.

The committee will make arrangements and oversee conference plans and organization for the current year's conference site.

The chairperson is also responsible for selecting other members of ORPS to help with organizing the conference. This committee is responsible for special social events, music, refreshments, decorations, producing and installing session signs, nameplates for speakers and officers, door prizes, photographs, exhibit area organization and assignment, and printing of conference programs including session and CEU details.

They will also research and present recommendations to the Board for site selection for the following conference year. The Chairperson shall make recommendations as to the conference site at the Board meeting prior to the conference Board meeting of their service year, at which time the Executive Director and President-elect should arrange to execute a contract.

The conference committee shall work with the President-elect to oversee workshop topics and add topics, as needed, with President's approval.

The Vice Presidents should have initial workshop topics and information to the chairperson at least four (4) months prior to the conference date.

The conference coordinator will work with the professional development committee on the approval of CEU's for conference workshop sessions. This must be completed before the conference brochure is printed. This information, along with pre-registration and listing of possible topics, shall be provided to the Publications Committee and/or the Executive Director, by the deadline set forth by the conference planning committee.

### WAYS & MEANS COMMITTEE

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The President shall appoint a chairperson to this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. The duties of the committee shall be:

1. To provide projects in which to raise additional funds for ORPS.
2. To help promote ORPS through marketable merchandise.
3. Assist with any events the President and Board of Directors deem necessary.
4. Network with as many other committees as it deems necessary to accomplish its goals, ie., sports, public awareness committees, forward events and fund-raiser info for web site, etc.

### STATE LIAISON COMMITTEE

The President shall appoint a chairperson to this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. The purpose of this committee is to maintain a sound and professional relationship between ORPS and other organizations such as, but not limited to: Oklahoma Municipal League; Hotel/ Motel Assn.; Day care providers or organizations; Salvation Army; YMCA; etc. The duties of the committee shall be:

1. The committee shall promote ORPS through articles published in other organizational publications.
2. ORPS shall exchange membership mailing lists with other organizations in order to exchange literature and to promote membership.
3. Provide workshops and exhibit booths at other organizational conferences.
4. Strengthen contacts and communication channels with other organizations.

These duties shall be in close cooperation with the Public Awareness and Membership committees of ORPS to actively promote the Society, its members and activities.

### HERSHEY YOUTH TRACK & FIELD COMMITTEE

The President shall appoint a chairperson to this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee.

The chairperson shall announce to the Board of Directors a date and location for the state track meeting at the second Board meeting of the year.

The President and chairperson shall select an assistant coordinator. If for some reason the state coordinator cannot continue with the program, the assistant coordinator would fill the vacancy.

The chairperson will coordinate with the Hershey track and field national office and will abide by their rules and policies.

The chairperson will attend the regional meeting for the selection of the regional team; and attend the national track and field meet as the head chaperon.

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### AQUATICS COMMITTEE

The President shall appoint a chairperson to this committee and the chair shall secure enough members deemed necessary to accomplish the goals of the committee. This committee will work to keep ORPS informed of all areas of interest in aquatics including swimming pools, lakes, water safety, etc.

### SPECIAL APPOINTMENTS

The President or Executive Board shall make special appointments.

#### Historian

The President shall appoint a historian of the society, who shall periodically examine the records of the society, establish procedures for the keeping of a record of the functions of the society and periodically (3 to 5 years) give a brief historical summary of the society. Necrology- passed 4/21/77- See committee report.

#### Parliamentarian

The Immediate Past-President shall serve as the parliamentarian who, as the chair of the Constitution, By-Laws and Operating Code committee, is well versed in the ORPS constitution and by-laws. He or she is, necessarily, competent in interpreting it at all times.

The parliamentarian shall apprise the executive Board when any section of the constitution and by-laws is being circumvented so that corrections can be made; and, be a member of the constitution, by-laws and operating code committee and attend all meetings.

The current edition of Roberts Rules of Order will be used to establish parliamentary procedure. The parliamentarian shall have it available at all meetings and be knowledgeable of the rules in order to make decisions on meeting procedures.

The parliamentarian shall: aid the presiding officer as to legal procedure in the conduct of assemblies and elections; assist the Secretary in the proper procedure of recording all official actions that may be executed by the Board; and must be available at all meetings where his/her decisions may be required.

His or her interpretation of the rules of procedure will be final.

### AD HOC COMMITTEES

Special committees appointed.

### CODE OF AWARDS

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The Oklahoma Recreation and Park Society recognizes the desirability of honoring its members, citizens and organizations in the State who have rendered outstanding service to the recreation, Parks and conservation movements. In this code, all of the disciplines encompassed by the several branches of NRPA and ORPS are included wherever the term "Recreation and Park" is mentioned.

To aid in determining whether or not a candidate has met the necessary qualification, the following definitions are furnished:

- Branches: National organization chartered by NRPA in accordance with the NRPA Constitution.
- Councils: An official body composed of professional members of a professional society.
- Board: An official body composed of laypersons promoting the interest of the fields of Recreation, Parks and Conservation.
- Regional Council: The bodies established by the Board of Trustees of the NRPA for the Council: several districts of the United States as set forth in the NRPA Constitution.

### TYPES OF AWARDS

1. Distinguished Service Award: This award may be presented annually to not more than one (1) professional member of the association.
2. Citation: This award may be made annually to individual laypersons or to organizations.
3. President's Citation: This award may be presented annually to not more than two (2) professional and/or lay persons.
4. Young Professional Award: This award may be presented annually to not more than three (3) professional members of the organization.
5. Service Award for the President: This award is presented annually to the current ORPS President.
6. Student scholarship(s): This award(s) of the annual interest yielded from the invested funds dedicated to the scholarship may be presented respectively to two (2) or more students of junior standing or above, majoring in fields of recreation/parks at one of the colleges or universities in the state of Oklahoma.
7. Recognition to members may be made to those individuals retiring from the profession.
8. Award of Excellence: This award is presented annually to departments that display excellence in the area of Park and recreation programming and facility design function.
9. Professional Development Grant: This award is a self-sustaining grant, may be presented annually and is not to exceed the annual interest yielded from the invested funds dedicated to the Professional Development Grant.

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### QUALIFICATIONS FOR THE DISTINGUISHED SERVICE AWARD

1. Professional membership in ORPS, for a minimum of ten (10) years.
2. Experience: At least ten years experience as a leader, supervisor, Administrator Director, consultant, education or a combination of these services in the field of recreation and Parks. Must be a registered member of the society; if retired, must have been a registered member of the society.
3. Service: Contributions to the profession through ORPS, NRPA, its branches and/or allied fields of arts, crafts, physical education, sports, health and safety education, design, Park maintenance, horticulture, education, consultation services, etc.
4. Character: Fine moral character.
5. Evidence of Leadership: Candidates must meet at least one out of each of the following groups of qualifications:
  - A. Office Holder:
    - a) An elected officer of ORPS
    - b) An elected officer of NRPA
    - c) An elected officer of a branch of NRPA
    - d) An elected officer of Regional council
    - e) An elected officer of one of the allied organizations, i.e., American Alliance of Health, Physical Education, Recreation and Dance, Amateur Athletic Union, American Camp Association, National industrial Fitness Council, State Affiliates, etc.
  - B. Council or Board Work:
    - a) Member of ORPS administrative council or Board
    - b) Member of State or Community organization Board
    - c) Member of National Council or NRPA
    - d) Member of Regional Council or comparable body
  - C. Committee Work:
    - a) Member of a NRPA or branch committee on a national level
    - b) Chairperson of a committee for ORPS or allied organization
  - D. Professional Research, Publications, speeches, Panels:
    - a) Major addresses to groups, and radio or TV talks given in the interest of promoting recreation, Parks and conservation.
    - b) Articles in newspapers or magazines on recreation, parks and conservation.
    - c) Research that has helped advance the profession.
    - d) Author or co-author of book or books on the profession.
    - e) Original contribution which has affected the philosophy of the profession.
    - f) Service as member of panel on the recreation, Park and conservation movement at a national or district level.

### QUALIFICATIONS FOR THE YOUNG PROFESSIONAL AWARD

1. Age – 34 years of age or under.
2. Professional membership in ORPS.

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3. Experience: At least three years experience as a leader, supervisor, Administrator Director, consultant or combination of these services in the field of recreation and Parks.
4. Service: Nominee must meet at least one of the following criteria:
  - a) Actively involved in ORPS as evidenced by service in as elective or significant appointive capacity.
  - b) Must have contributed to the Park and recreation movement through advocacy of its concept as evidence by publication of articles or service as a speaker, moderator, or panelist before national. Regional or state professional or lay group.
  - c) Must have demonstrated responsible performance in the delivery of service in support of the Park and recreation movement in a state or local arena of practice.

### QUALIFICATIONS OF CANDIDATES AND ORGANIZATIONS FOR CITATIONS:

1. Individual: Any person who has made an outstanding contribution may be in the form of:
  - a. Preparing and/or sponsoring legislation.
  - b. Supporting and promoting the movement of all levels.
  - c. Serving as a Board or commission member.
  - d. Serving on a citizen's committee which works to raise funds, secure approval of bond issues, etc.
  - e. Other services which in the opinion of the Honors, Awards and Citations Committee entitle the individual to consideration.
2. Organization: Any organization which has made an outstanding contribution to the Recreation, Park and Conservation movement as follows:
  - a. Preparing and sponsoring legislation beneficial to the movement.
  - b. Supporting and promoting the movement on all levels.

### QUALIFICATIONS FOR PRESIDENT'S CITATIONS

Any person who is a professional or layperson and who has made outstanding contributions to ORPS and the recreation, Park or conservation movement.

### QUALIFICATIONS FOR SERVICE AWARD FOR PRESIDENT

Serves as the ORPS President for a minimum of one (1) year.

### PROCEDURE FOR SELECTION OF THE DISTINGUISHED SERVICE AWARD (S) AND CITATION (S) RECIPIENTS

1. Any member of ORPS may submit names of candidates for award(s) or citation(s) accompanied by a complete biographical sketch of each candidate.
2. Names with biographical sketches of each must be submitted to the chairperson of the Honors, Awards and Citations committee.
3. Candidates will not be advised that they are being considered for an award or citation.
4. The Chairperson of the committee shall furnish the committee members the names of those persons who have received the distinguished service award or citation in the past, and of those who had been considered the previous year, but did not receive an award.

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5. A list of the candidates will be prepared by the Chairperson for review by the committee together with the biographical sketches of each.
6. The committee will check the materials submitted for accuracy of dates, references and specific articles in publications that have been listed by the sponsor.
7. The committee will study the qualifications of the candidates and classify each into one of five groups as follows:
  - a. Group One – Outstanding
  - b. Group Two – Excellent
  - c. Group Three – Good
  - d. Group Four – Postpone, consider for another year
  - e. Group Five - Dropped from the list without recommendation.
8. All candidates except those receiving three (3) votes for placement in Groups 4 and 5 will be given numerical weight as follows:
  - a. Group One – 10 points
  - b. Group Two – 7 points
  - c. Group Three – 5 points
  - d. Group Four – 3 points
  - e. Group Five – 0 points
9. Names of the candidates who receive the highest total ranking will be submitted to the committee for final vote. A majority affirmative vote is necessary for complete approval.
10. After committee approval, the committee Chairperson will secure the appropriate award or citation and present it to the recipients at the Annual Fall Conference.

### PROCEDURE FOR PRESIDENT'S CITATIONS

1. Any member of ORPS may submit names of candidates for citation, accompanied by a complete biographical sketch, to the current President.
2. The current ORPS President will study the qualifications of the candidates and make final approval.
3. The ORPS President will secure the President's Citation from the committee Chairperson and present it to the recipients at the Annual Fall Conference.

### PROCEDURE FOR SERVICE AWARD FOR PRESIDENT

The committee Chairperson shall secure a small desk trophy bearing a President's gavel and present it to the ORPS President at the Annual Conference in appreciation of service and leadership rendered during his or her term of office.

### STUDENT SCHOLARSHIP (S)

- 1 Personal Criteria
  - a) The candidate should be distinguished academically with an overall grade point of 3.00 or above (based on maximum of 4.0) or its equivalent.
  - b) The candidate shall be a current member of ORPS, for at least 30 days before applying.
  - c) The candidate must have at least a junior standing in his/her college work.
  - d) The candidate should be a Park or recreation major, and have achieved distinction as a university or college scholar.

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- e) The candidate shall have initiated a desire to become a professional in the field of Park or recreation or plan to continue in graduate study in one of these areas.
  - f) The candidate shall have conducted him/herself in a manner that has brought credit to him/herself or his/her institution.
  - g) After satisfying the above requirements, consideration will be given to participation in other campus activities in which he/she has had the opportunity to demonstrate his/her qualities or leadership and serve as an example to fellow students.
- 2 Each institution may submit no more than three (3) official nominations.
  - 3 There are three (3) different forms to be completed:
    - a) The student form to be completed and signed by the nominee.
    - b) The nomination form to be completed and signed by the department head.
    - c) The records form to be completed by the faculty advisor.
  - 4 In addition to the forms, application for scholarship must be accompanied by:
    - a) Complete transcript.
    - b) Entrance or placement examination scores.
  - 5 At least two (2) scholarships of not more than the annual interest yielded by the invested funds dedicated to the scholarship program may be awarded annually. Should the recipient of the ORPS scholarship for any reason leave the State of Oklahoma to continue his/her education or drop from the curriculum area of park or recreation, the ORPS scholarship shall be voided and awarded to the second most outstanding applicant.
  - 6 The scholarship (s) shall be awarded at the ORPS Annual Fall Convention.
  - 7 A certificate, suitable for framing, alluding to the achievement of the individual, shall also be presented.

### ALVIN EGGLEING STUDENT SCHOLARSHIP

The highest ranked student from the above criteria will receive an amount up to the annual interest yielded by the invested funds dedicated for this award.

### RETIRING MEMBERS

Special recognition in the form of a certificate shall be presented at the annual conference to those members who have retired from our profession and were members of the Society.

### PROFESSIONAL DEVELOPMENT GRANT

1. Must be a current member of ORPS.
2. Must have served ORPS in one of the following capacities:
  - a) Held an elective office.
  - b) Chairperson of an established committee.
  - c) Significant appointed position.
  - d) Conducted an ORPS.
3. Conference, schools or workshops must be Parks and recreation related.

### BEN SUMRALL YOUTH SPORTS SCHOLARSHIP

This scholarship may be applied for any time of year by letter regarding program content and youth need, whether individual or team.

