

**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, Recording Secretary, Corresponding Secretary, Treasurer, Immediate Past President, National Board Delegate, and Committee Coordinator.
- Section 2. 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 Recording Secretary shall record and distribute the minutes of all Board of Directors meetings and the Annual Business Meeting.
- Section 6. The Corresponding Secretary shall be responsible to notify the Board of Directors of all Board meetings, handle other communications, and maintain the membership list.
- Section 7. The Treasurer shall receive and disburse all funds of the organization, subject to review of the Board of Directors, prepare invoices; submit monthly financial statements of receipts and disbursements and prepare mid-year and year-end reports.
- Section 8. The Immediate Past President shall serve as a member of the Board of Directors, serve as the Parliamentarian, and recruit corporate sponsors for the Chapter.
- Section 9. The National Board Delegate shall attend all National Board meetings, representing Gamma Chapter and serve on the Chapter Board of Directors.
- Section 10. The Committee Coordinator shall serve as board liaison for Chapter social programs.

**ARTICLE II**  
**Election of Officers**

- Section 1. All officers shall be elected by mail balloting by April 1; 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 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 either Board of Directors experience or 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 July 1 – June 30. Prior to the start of each term, newly elected Board members shall attend a June transitional Board meeting.

**ARTICLE III**  
**Membership**

- Section 1. Categories of Membership:
- (a) Categories of Membership shall include Active, Life, Honorary, Associate, Post Professional, Affiliate, and Friend of Gamma. Qualifications shall remain in accordance with National Bylaws, Article II, Section 2.01.
  - (b) Active Members shall be those employed on a full or part-time year-round basis, at least twenty (20) hours per week in the field of recreation and community services (private, commercial or governmental). Active Members are extended full voting privileges and have the right to hold office.

- (c) Life Members shall be any Active Members who are retired from the profession, or any person who has been an Active Member of the Corporation for a minimum of fifteen (15) years and is no longer employed in the profession of recreation services. Life members retain Active Membership status and are exempt from paying dues.
- (d) Honorary Members shall be individuals not having been employed in the profession of recreation services, in the previous ten (10) years but who have made outstanding contributions to the field. Membership status does not include the right to vote or hold Chapter and/or National office.
- (e) 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.
- (f) Post-professional Members, an active member of the organization who leaves the field and desires to retain membership, may do so with full rights, privileges, and responsibilities of active membership, including the right to vote, hold Chapter and/or National office.
- (g) Affiliate Members shall be those who meet the criteria established for Active Members and who hold primary membership in another Chapter. Membership status does not include the right to vote or hold Chapter and/or National office.
- (h) 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 President. 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 may be assessed at the discretion of the Board for membership renewals received after the membership renewal deadline.

**ARTICLE IV  
Finance**

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

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.

**ARTICLE V  
Committees**

Section 1. Following are the standing Committees of the Chapter: Awards, Bylaws, Finance, Historian, Newsletter, and Nominations and Elections. 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, with ballots sent 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 reasonable 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 active 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.